



**Great Leaps Adventure CIC  
Safeguarding Policy**

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## **Introduction**

This policy should be read within the context of our Safeguarding Strategy.

## **Policy Statement**

Great Leaps Adventure believe that all 'Participants' have the right to enjoy the activities and experiences, in a happy, safe and secure environment.

The Safeguarding of Staff, Volunteers, Young People and Vulnerable Adults at Great Leaps Adventure is the responsibility of all staff and participants on programme. It is important that Safeguarding, along with the associated elements of Child Protection and the Prevent agenda are integral to all activities associated with Great Leaps Adventure whether on or off site.

This policy has been drawn up on the basis of law and guidance and seeks to protect children, vulnerable adults and all parties involved with Great Leaps Adventure.

## **Supporting Laws and Guidance:**

- Human Rights act 1998
- The Mental Capacity Act 2005
- Public Interest Disclosure Act 1998
- Freedom of Information Act 2000
- General Data Protection Regulations 2018 and the Data Protection Act 2016
- Safeguarding Vulnerable Groups Act 2006
- The Children's Act 2004
- Deprivation of Liberty Safeguards, Code of Practice 2008
- Care Standards Act 2000
- Rehabilitation of Offenders Act 1974

The Department for Education (DfE) is responsible for child protection in England. It sets out policy, legislation and statutory guidance on how the child protection system should work.

From 29 June 2018, local safeguarding children's boards (LSCBs) are being replaced by safeguarding partners, who are responsible for child protection policy, procedure and guidance at a local level. See link below:

<https://learning.nspcc.org.uk/child-protection-system/england/>

### **Organisation Recognition:**

Great Leaps Adventure recognises the needs of Children and Vulnerable Adults from Minority Ethnic Groups and Disabled Children and the Barriers they may face, especially around communication.

We strive to ensure that all children, young people and vulnerable adults have the same protection regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity.

Our policy commits to anti-discriminatory practice and recognises the additional needs of children and vulnerable adults from minority ethnic groups and disabled children and the barriers they may face, especially around communication.

Great Leaps Adventure comes into contact with children and vulnerable adults through the following regulated\* activities:

- non-formal education and training activities;
- coaching and mentoring;
- community outreach;
- mental health and wellbeing services.

**Organisation Implementation:**

Great Leaps Adventure believes that our employees, and all those over whom we have any authority and influence, must demonstrate behaviour that is not simply consistent with protocols and legislation, but also with an appropriate set of personal and professional standards.

Child protection is both a corporate and an individual responsibility. At Great Leaps Adventure, we are committed to best practice in recruitment, to ensuring staff understanding of and commitment to child protection principles, and to advising our partners and stakeholders of our policies in this regard. Great Leaps Adventure Child Protection and Vulnerable Adults Policy outlines the safeguarding strategies that our staff and collaborators need to follow in order to ensure they act appropriately and confidently to protect all parties we work with.

Great Leaps Adventure's Child Protection and Vulnerable Adults Policy seeks to identify and create a safer organisational culture in order to protect children, young people and vulnerable adults.

The best protection for children and vulnerable adults is prevention, and Great Leaps Adventure is committed to protecting all.

We understand the nature and risks of child and vulnerable adult abuse and have an open and aware culture.

We have developed our policies and procedures to protect children, vulnerable adults and staff.

Establishing and maintaining a child safe environment is a guiding principle in all our activities and management practices.

An induction and tutorial programme that introduces people to safeguarding effectively.

A staff induction programme that provides an effective introduction to safeguarding

## Safeguarding Policy 2023/2024

A staff development programme that continually upskills staff in their understanding and application of safeguarding through all their activities.

Great Leaps Adventures 'Behaviour Code of Conduct' enables staff, volunteers, interns and consultants to comply with our Child and Vulnerable Adult Protection Policy. By setting standards for appropriate behaviour, it also protects people who come into contact with children and vulnerable adults from unfounded accusations of improper conduct.

The Code clarifies those unacceptable forms of behaviour which will result in a formal enquiry and which could lead to disciplinary measures being taken or criminal proceedings being instituted.

Additionally, the Code of Conduct gives guidance on the expected standards of behaviour of adults towards children and vulnerable adults, and also of children and vulnerable adults towards other children and vulnerable adults.

### **Safer practices when recruiting 'New' paid and unpaid workers**

A written application form is required for applicants to all posts, including volunteers.

Face to face interviews will be held with anyone who is appointed to Great Leaps Adventure CIC. Our process for interviewing will include a transparent scoring system and include more than one person on the interview panel.

All applicants must provide a minimum of two (2) referees, proof of identification and original copies of any necessary qualifications before appointment.

Most people joining Great Leaps Adventure CIC will require an Enhanced DBS with Barring check as they will have access to young people and vulnerable adults for teaching and instructing purposes. Those who are not in an appointed teaching or instructing position, will require a standard or enhanced check.

## **Induction and on-going Training for Staff and Volunteers**

All new paid or unpaid workers will complete an induction and must also complete a probationary period of six (6) months, before their appointment is confirmed.

New staff and volunteers will be provided access to this policy and receive training about it, to ensure they have an understanding of our safeguarding practices and safeguarding in general.

Great Leaps Adventure CIC will also access further training and learning about safeguarding issues when these are relevant and required. An example of this would be staff update training.

## **Running a Safe Organisation**

All of our activities and experiences are risk assessed. Up to date versions of these can be found on our website: [https://www.greatleaps.org.uk/spage-about\\_us-risk\\_assessments.html](https://www.greatleaps.org.uk/spage-about_us-risk_assessments.html)

Great Leaps Adventure CIC also conduct dynamic risk assessments in advance as a further precaution, to prevent accidents occurring.

All of our activities and experiences are supported by an adequate ratio of adults to children, to ensure that young people and vulnerable adults are safely supervised at all times.

As well as the risk and dynamic risk assessment processes and practices for our activities and experiences, Great Leaps Adventure CIC also carry out regular checks of all equipment, premises and transport used.

Insurance policies for Great Leaps Adventure CIC are in line with the services we provide and can be found on our website at the following link: [https://www.greatleaps.co.uk/page-about\\_us.html](https://www.greatleaps.co.uk/page-about_us.html). These policies are to be up to date.

Young people and vulnerable adults can only participate in activities and experiences with the consent of parents, guardians or carers, for who they have responsibility. A signed consent form must be provided prior to the commencement of activities or experiences and include any allergy or medical information required. All contact details will be stored in line with our GDPR policy.

It is Great Leaps Adventure CICs policy to hold a central accident logbook, where all incidents should be recorded.

### **Measures to protect children at risk**

Great Leaps Adventure CIC named person for the safeguarding of children and vulnerable adults is: David Knight. [David@greatleaps.org.uk](mailto:David@greatleaps.org.uk)

The deputy safeguard lead is Graeme Pryke. [Graeme@Greatleaps.co.uk](mailto:Graeme@Greatleaps.co.uk)

This person will undertake regular training and keep updated on safeguarding for children and vulnerable adult issues. They are the first person who should be contacted for advice and support if a safeguarding issue arises.

Great Leaps Adventure CICs procedures for dealing with situations that arise, where a child or vulnerable adult require help, can be found on our policies and procedures page, on the website: [https://www.greatleaps.org.uk/spage-about\\_us-policies.html](https://www.greatleaps.org.uk/spage-about_us-policies.html)

### **Recording and Storing Information**

Great Leaps Adventure CIC records and stores personal information in line with GDPR regulations. When safeguarding situations are recorded, information is separated. Personal information, other than the individuals name, is kept separate from information about other people.

All young people and vulnerable adult families are aware of Great Leaps Adventure CICs record keeping and how the information is used. Access to these records, unless it is contrary to the child or vulnerable adults best interests, can be accessed upon request by contacting David Knight. [David@Greatleaps.org.uk](mailto:David@Greatleaps.org.uk)



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All information is stored securely, to restrict unauthorised access.

Any concerns with a child or vulnerable adult must be recorded and placed on file, together with a record of how the concerns have been dealt with.

Any referrals made to a statutory agency about these concerns must be confirmed in writing within 48 hours.

### **Links to other policies**

Great Leaps Adventure CICs Safeguarding Policy is not a 'Stand-alone' document.

Other policies that support and inform this policy can be found on our website at the following link: [https://www.greatleaps.org.uk/spage-about\\_us-policies.html](https://www.greatleaps.org.uk/spage-about_us-policies.html)

### **Policy Review**

This policy was adopted on the 30<sup>th</sup> July 2019 and will be reviewed annually by Jamie McConville and Graeme Pryke. The review must include an assessment of the policies effectiveness and whether any changes are required to improve the document.

\*Policy Reviewed by Graeme Pryke 31<sup>st</sup> August 2022. Following a full assessment of the previous years activity there are no recommendations for any amendments or changes to this policy.

\* Policy Reviewed by Graeme Pryke 24<sup>th</sup> September 2023. Following a full assessment of the previous years activity there are no recommendations for any amendments There is a change to the designated safeguarding lead for Great Leaps adding David Knight and removing Jamie McConville there are also changes to the web and email links recognising the change from a .co.uk domain to a .org.uk domain. There are no further material changes to this policy.