

# Menadue Camps

## SAFEGUARDING POLICY STATEMENT 2022

**The following policy was approved by the Trustees of the Menadue Camps Trust and reviewed in January 2022.**

For many years Christian youth camps have been held at Menadue Farm, and those involved have been motivated by the care and concern they have for children and young people. Parents and carers entrust their children to us and expect us to be responsible and professional in our activities and in the way we relate to their children.

In the running of the youth camps, Menadue camps also work with some people who are vulnerable because of reasons not relating to their age. We are similarly concerned for their welfare and well-being whilst at camp and recognise they may need additional support throughout their time with us.

As part of our mission to teach and nurture young people in the truths contained in the Bible:

- We have appointed experienced individuals to provide advice and guidance to our leaders in safeguarding young and vulnerable individuals at camp;
- We provide support and guidance to our leaders and helpers in the caring of those entrusted to us;
- We have developed a system for dealing with concerns about possible abuse and misconduct.

If you have any concerns for a young or vulnerable person, or in relation to any safeguarding matters then speak to the Safeguarding Lead for the relevant camp.

### **Menadue camps Safeguarding Co-ordinators**

#### **Primary contact**

Annabel Harris

Mobile: 07917 417345

Email: [annabel\\_8@yahoo.co.uk](mailto:annabel_8@yahoo.co.uk)

Land line. 01803 770843

#### **Secondary contact**

Louise Gregg

Mobile: 07917416893

Email: [louise.gregg@icloud.com](mailto:louise.gregg@icloud.com)

The Safeguarding Co-ordinators are the responsible people for reviewing the safeguarding policy and training and acting as a point of contact for consultancy over safeguarding matters for Menadue camps.

## **Designated Safeguarding Leads (DSL)**

The individual camps DSL will be appointed by the individual Camp Manager prior to the start of the week, this name will be communicated to all leaders attending the camp. The DSL will be present and responsible for safeguarding matters for the duration of the camp.

- The DSL and Camp Manager will ensure that the volunteers have fulfilled the training requirements and recruitment checks as set out in this policy.
- The DSL to be the point of contact for all staff and/or campers in respect of any safeguarding concerns
- The DSL to take the lead in decision making and further action in respect of any issues identified that are of a safeguarding nature
- The DSL to be the point of communication for any outside agency contact in respect of safeguarding issues and manage the information flow within the organisation
- The DSL to ensure that recording takes place in line with the Safeguarding Policy
- The DSL to report to lead trustees at the end of the camp season to provide relevant feedback
- The DSL to seek support if required from the Safeguarding Coordinator, Thirtyone:eight and/or lead trustees

## **Definitions**

- Young person/youth/children are terms that are used interchangeably, and for the purpose of this document refer to individuals aged under 18yrs;
- Vulnerable person/individual refers to anyone, regardless of age, who is more at risk of abuse or exploitation whether this is because of a disability, being a previous victim of abuse, coming from a home where domestic violence is present, or any other reason;
- Abuse refers to any form of maltreatment, exploitation or criminal act against someone – especially where this act is carried out by someone who is responsible for their care whether family member, youth worker, camp leader etc. This includes, but is not limited to physical abuse, emotional abuse, sexual abuse, child exploitation and neglect.

A copy of our Safeguarding Policy is available on our website: [www.menaduecamp.org.uk](http://www.menaduecamp.org.uk)

## **Camp Manager - Basic Instructions**

All leaders require a basic induction regarding 'safeguarding' prior to working with young or vulnerable people at camp. This should include who to speak to should they have any concerns regarding safeguarding, a basic definition of safeguarding, that any concerns MUST be shared with the DSL and recorded in an incident sheet.

Tent leaders require a thorough introduction to safeguarding prior to or at the beginning of camp, which should include more specific suggestions as to appropriate behaviour around young or vulnerable people (as reflected in the "Code of Conduct for Leaders"), their responsibilities to care and protect the young or vulnerable people in their care and re-enforcing their need to share concerns with the DSL. An overview of much of this is included in their 'basic instructions'. Tent

leaders MUST receive a safeguarding induction BEFORE camp starts with particular attention to those leaders new to the role of tent officer.

Should any safeguarding matters be raised, it is not the responsibility of the DSL to investigate, but to clearly record what is being said and where appropriate, to contact other agencies such as police or social services. Allegations MUST be treated as if true and actions taken accordingly. This may involve very difficult decisions which may have long term consequences, but this is NOT a reason to avoid acting. Where a serious allegation is made against an officer they must be removed from camp. This includes serious allegations made against the Camp Manager. The DSL has final say on this decision making and cannot be overridden by the Camp Manager.

The DSL can discuss with, in addition to the Safeguarding Co-ordinators, a suitably qualified / experienced person to consider how to deal with the concerns whilst on camp. The same high levels of confidentiality are expected of this second person. In safeguarding matters the needs of the young or vulnerable people must always come first, over and above the needs of the camp as an organisation or other issues. This should be recognised by the DSL and Camp Manager, and those from whom advice is sought. Any allegation of abuse MUST be discussed with the Safeguarding Coordinator, police, children's social care or Thirtyone:eight and advice taken.

Every incident of concern and every safeguarding matter should be written down in the incident log at the earliest opportunity and always on the same day as the incident has occurred and using as many direct quotes as possible. It is better to record too much than too little. Leaders directly involved are responsible for recording relevant information.

### **Sleeping Arrangements and use of facilities**

- Leaders shall not sleep in the same room or tent as children or trainee leaders under the age of 18 years, with the exception of the children of leaders who are attending the camp..
- Tent leaders may sleep in a separate tent positioned adjacent to the campers' tent where this is assessed as necessary by the Camp Manager.
- There shall be minimum of two leaders responsible for supervision of campers and the site from lights out until at least 30 minutes after all campers are settled in their tents.
- Children should be accompanied in the medical room overnight by another child wherever possible, where there is no risk of transmission of illness.
- Leaders and padres must not offer counselling in the same room that they are sleeping in or in a room where a bed is situated.
- Leaders are permitted to use the toilet and shower block; however, leaders should shower before 7.30am or after 10pm or use the facilities situated in the farm house.

## Designated Spaces and discussions with campers

- Each camp will maintain a space called the 'quiet corner' in order to protect an area where private discussions can take place in public area between leaders and campers if the need arises.
- Should more in-depth discussions be required between an officer and camper then the studio can be accessed as a space which is private but situated in the middle of camp and has windows where those inside remain visible to those outside.
- Other advice for leaders if approached by a camper to talk privately or a matter arises that requires a private discussion is that they walk around the camp field to ensure that they remain in view of others but that the conversation cannot be overheard. In addition, it is good practice to make another officer aware of what you are doing to increase accountability.

## Touching

- Leaders should keep everything public. A hug in the context of a group is very different to a hug in private.
- Touch should be related to the young or vulnerable person's needs, not the worker's needs.
- Touch should be age related, developmentally appropriate and generally initiated by the young or vulnerable person.
- Activities should be avoided which are, or may appear to be/thought to be sexually stimulating to the young/vulnerable person or adult.
- Young and vulnerable people have the right to decide how much physical contact they have, apart from exceptional circumstances where their safety or the safety of others is at risk.
- Leaders should monitor one another in the area of physical contact. They should be free to point out anything which could be misconstrued.

## Social Media including video and photos

The camp has the following rules for photos/videos:

- Leaders taking photos/videos of campers may only do so whilst using the camp camera/SD cards.
- The Camp Manager and DSL are to be informed if photos / videos have been taken of campers on personal devices and the officer will be told to delete the material and observed doing so by the Camp Manager or DSL. Leaders are to monitor and challenge each other on this issue.
- **All photos/videos taken of campers shall be used for camp purposes *only* and MUST NOT be shared for *any* other purpose - including sharing with other leaders and campers. **NO photo or video of campers may be put on the internet or shared via personal social media.****

- The Camp Manager will appoint someone within camp to be in charge of downloading the photographs/videos taken on the camp camera/SD card throughout the week and uploading these, subject to approval and not contravening this policy to the approved Menadue Facebook page and Twitter feed.
- Leaders are expected to act responsibly whilst taking photos and videos to ensure that no inappropriate photos/videos are taken. Any photos/videos which are inappropriate must be destroyed as soon as this is realised and safeguarding procedures followed. The Camp Manager or DSL judgement is final in any dispute.

### **Children with Additional Needs/Children with Disabilities**

Some children coming to camp may require additional care and supervision.

If leaders are aware of this prior to camp then the parents / carers should be consulted as to what assistance is required and if and how camp can provide that help.

The DSL and/or Camp Manager is responsible for ensuring this takes place prior to camp. If leaders become aware of additional support needs whilst at camp, the DSL is responsible for ensuring the parents / carers are contacted at the earliest opportunity to discuss the above.

Menadue camp will work with parents/carers to ensure that reasonable adjustments are made to accommodate the needs of all campers wishing to attend camp.

### **Leaders - Basic Instructions**

All leaders must be able to agree with and follow the safeguarding policy of the camp, the aim of which is to care for and protect the young or vulnerable people in our charge. Any concerns or queries should be discussed with the DSL as soon as possible.

Whilst at camp, leaders have a position of trust over campers. Whilst this position of trust remains, there are to be no boyfriend/girlfriend relationships between an officer and a camper. Where such a relationship already exists (before camp) it is essential that this is discussed with the Camp Manager before camp. For that week of camp, the relationship is to be put on hold. NO camper/officer relationships can begin during the week of camp. This is important for the integrity of the camp to be maintained.

Camp leaders are expected to remain onsite or be part of the organised activities for the duration of the camp, unless there has been prior agreement with the Camp Manager. In addition, leaders are not permitted to invite other people to the camp or meet up with them during activities offsite, unless there has been prior agreement with the Camp Manager.

Suspensions of a young or vulnerable person having suffered abuse MUST be shared with the DSL for the week. This includes where you may have concerns about another officer. We MUST share concerns even where this involves passing on something told in confidence.

If a young or vulnerable person talks about abuse:

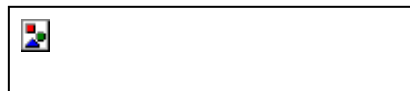
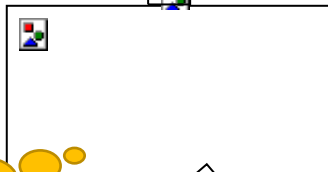
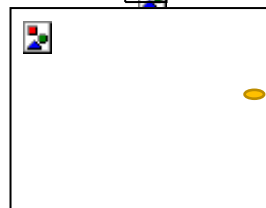
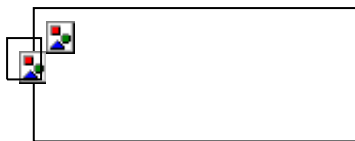
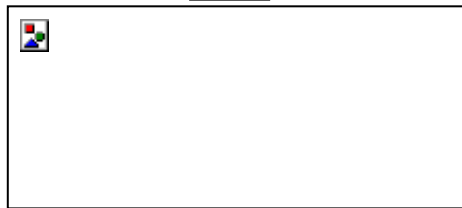
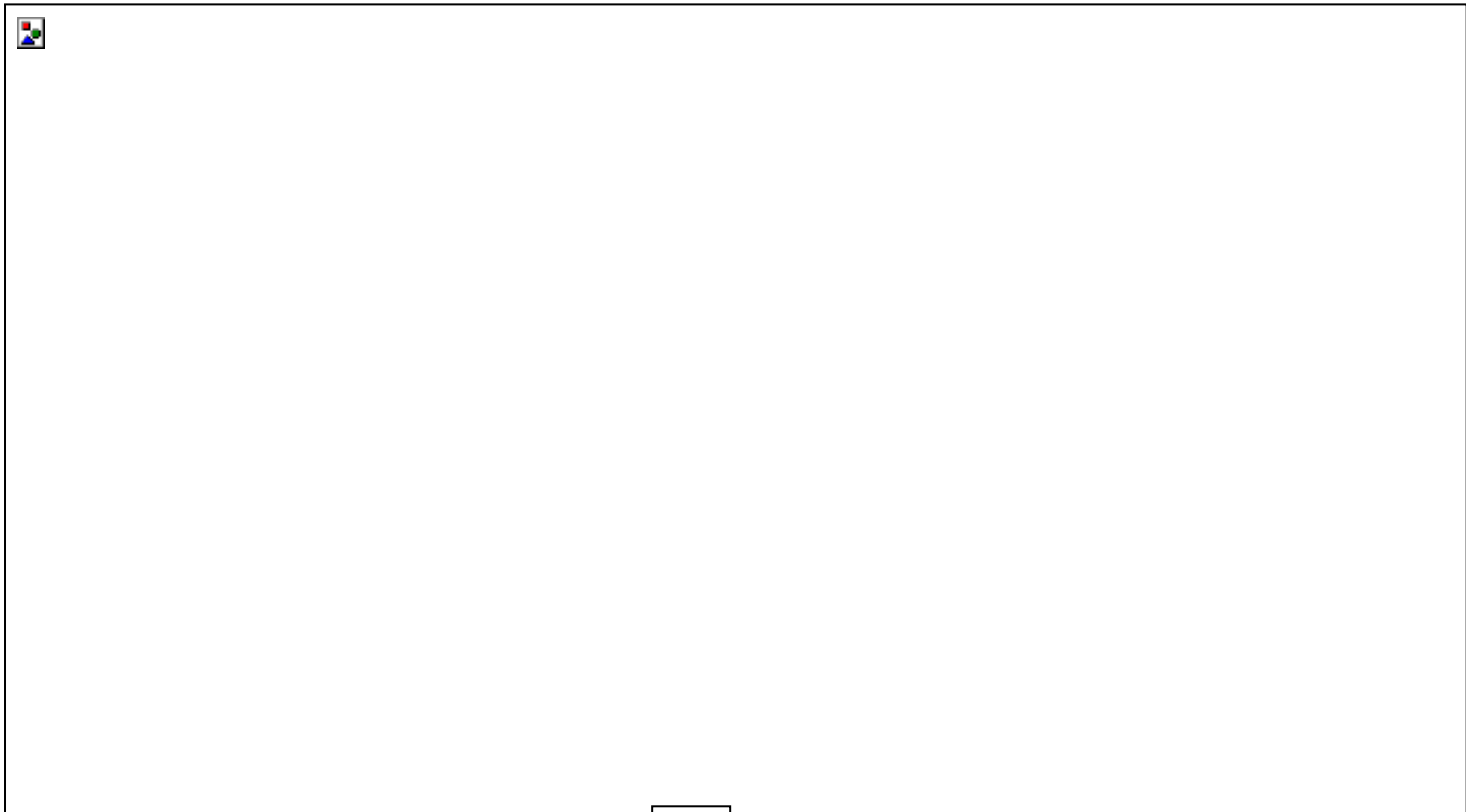
- 1) Report the concerns to the DSL
- 2) Complete an incident form
- 3) Do not discuss with others
- 4) DSL to decide on action required and to seek appropriate advice including contacting the Safeguarding Coordinator/children's social care/police where necessary
- 5) Medical treatment will be sought where this is appropriate

The only exception to following the above procedure is where any concern about abuse includes the DSL. In this case, contact the Camp Manager who will inform the Lead Trustees for decisions to be made.

Although camp has clear guidelines and expectations for the behaviour of young people, the camp has an absolute requirement of NO physical punishment, restraint or any treatment of young people in our care which may be seen as humiliating or degrading. It is important that all leaders support each other in following these instructions.

All incidents/accidents/concerns or allegations must be recorded at the earliest opportunity using the generic incident log.

**What to do in the event of concerns, suspicions, allegations or known abuse**



If the concern relates to the parents/carers of the child then consider if it is appropriate to inform or seek consent from parents

Consider any support needs of the volunteer

Child to be informed of action taken and support needs to be considered

### **Additional questions to consider:**

- Is any further immediate action required to safeguard young or vulnerable people?
- Has the incident / allegation been fully recorded?
- Do the insurers need to be contacted / made aware of circumstances?
- Do Camp Managers for future weeks need to be contacted / made aware of circumstances?
- Is any action needed before next year's camps?
- Are there additional lessons to be learned?

### **Missing Children Policy**

#### **Please read in conjunction with the Missing Children Policy**

Role of DSL if a camper goes missing:

- DSL or Camp Manager to be informed if a camper has gone missing on or off site and ensure that the actions set out in the missing policy are being adhered to.
- DSL to complete a 'safe and well' check as soon as the child is located.
- Parents/carers and police to be notified of child's return if they have been reported missing.
- Safeguarding Lead or Camp Manager to complete a return to camp interview to understand the reasons for the child going missing and to identify any factors that need to be addressed by the camp or communicated to the parents to prevent a recurrence of the child going missing.
- Incident form to be completed by DSL or Camp Manager who has dealt with the matter.
- The camp trustees must be informed in all cases where the police had to be contacted.

### **Visitors**

Visitors are only permitted at camp with the permission of the Camp Manager. All visitors are required to identify themselves to an officer immediately upon arrival at camp, be registered and wear an identifying tag/ID badge.

NO visitors are permitted to remain onsite overnight unless this has been organised in advance and a DBS check has been completed.

Visitors on site to be supervised by an appointed officer.

### **Risk Assessments**

Activities carried out whilst at camp will be subject to a risk assessment. Assessments will be carried out in order of priority, will be reviewed on an annual basis and will be made available to all Camp Managers and any other interested persons. Recommendations resulting from the risk assessments will be followed. Assessments will be carried out whilst at camp for activities with significant risks where there is no current assessment.



## Safer Recruitment

### References

Each year leaders are required to provide two relevant referees who can be contacted prior to accepting the individual for a role at camp by the Camp Manager or Deputy Camp Manager.

### Disclosures

All leaders, including padres, and trustees, require an enhanced certificate (including barring checks with children) from the DBS.

DBS Certificates must be renewed at least every 5 years.

DBS Certificates must be applied for through the Menadue camps umbrella body, regardless of whether the applicant holds a recent disclosure obtained from another organisation, unless the applicant has subscribed to the DBS update service, when a **like for like** enhanced certificate from another organisation will be accepted.

All leaders will be strongly encouraged to sign up to the DBS update system allowing organisations to obtain an up-to-date check of their DBS status. This needs to be applied for within 30 days of the certificate application and will allow Menadue camps to undertake annual checks on all applicants once this is in place.

### Leaders not living in the UK

Applications from those who are not normally living in the UK will only be accepted at the discretion of the camp trustees as an enhanced certificate only deals with offences committed within the UK. Such an application will normally only be considered where suitable references and a police certificate of good conduct from *their* country of residence is obtained (where they are issued by the relevant country) or a criminal record check via the embassy or High Commission of the country in question. It is recognised that in certain situations these documents may be difficult to obtain, in these cases where gaps are identified the acceptance of the applicant will be once again at the discretion camp trustees. Should this occur then the DSL to be informed.

### Menadue camps Declined List

Names of any leaders who have caused significant concern in their care for young or vulnerable people physically, emotionally or spiritually, shall be passed to the Lead Trustee for safeguarding and the booking secretary who will maintain a list for future reference. It is expected that the Camp Manager will normally inform the individual that this is going to occur. **Where a serious concern is raised, the Menadue Trust has a legal responsibility to refer that individual to the DBS (contact the barring helpline for help referring someone to DBS).**

### **Appointment of Safeguarding Co-ordinator**

The camp committee should appoint a suitable individual with relevant training and/or experience in safeguarding who can undertake the role of advising the trust, committee, Camp Managers and DSL in relation to child protection matters and the protection of vulnerable people. The committee should also take into account their ability to react in a competent manner to any allegation or suspicion of abuse.

The Safeguarding Co-ordinator may also hold another position within the committee, but should not be the Committee Chairman or a Camp Manager.

### **Appointment of a Designated Safeguarding Lead (DSL)**

The Camp Manager should appoint a suitable individual with relevant training and/or experience in safeguarding who can undertake the role of advising the Camp Manager and camp leaders in relation to child protection matters and the protection of vulnerable people. The Camp Manager should also take into account their ability to react in a competent manner to any allegation or suspicion of abuse.

The DSL may also hold another position within the week of camp, but should not be the Camp Manager.

### **Training**

All Camp Managers, tents leaders and DSL's must be able to demonstrate that their child safeguarding training meets at least one of the criteria listed below:

- Attended the Menadue camp safeguarding training (preferred option)
- Have completed an equivalent work-related child safeguarding course within the last 2 years (a certificate of attendance must be provided). Decision on whether this is accepted will go to the Lead Trustee for safeguarding or the Safeguarding Coordinator.

All other leaders must be able to demonstrate that their child safeguarding training meets at least one of the criteria listed below:

- Attended the Menadue camp safeguarding training (preferred option)
- Have completed an equivalent work-related child safeguarding course within the last 2 years (a certificate of attendance must be provided)
- Have attended the onsite safeguarding briefing/training at the start of their camp

The training run by Menadue camp has been agreed by Cornwall and Isles of Scilly Safeguarding Partnership and is in line with the Single Agency Safeguarding Policy. All leaders, in line with this policy, need to demonstrate that they have undertaken safeguarding training as described above, a minimum of once every 2 years, apart from the onsite safeguarding briefing/training at the start of camp which takes place annually.

The safeguarding training used by Menadue camp will be the latest available training, in order to be up-to-date with current safeguarding issues and practices.

### **Policy Derogation/Whistle Blowing**

If there is any deviation from this policy the DSL and/or Camp Manager must inform the camp trustees and a review of events must take place within 48 hours to understand why this happened, could it have been prevented and formally record any subsequent actions that have taken place.

Should anyone want to whistle blow then they should contact the Lead Trustees for safeguarding (see contact list for details).

### **Previous Policies**

This policy supersedes all previous policies relating to these matters. It shall be reviewed yearly by the camp committee.

Latest review of the policy took place on 22<sup>nd</sup> January 2022

## Key contact numbers

Agency / Person	Role	Contact Details
Cornwall Social Services (multi agency referral unit)	Local Authority	Tel: 0300 123 1116 Out of hours: 01208 251300 <a href="mailto:multiagencyreferralunit@cornwall.gcsx.gov.uk">multiagencyreferralunit@cornwall.gcsx.gov.uk</a>
Devon County Social Services (MASH)	Local Authority	Tel: 0345 155 1071 Out of Hours: 0845 6000 388 <a href="mailto:mashsecure@devon.gcsx.gov.uk">mashsecure@devon.gcsx.gov.uk</a>
Torbay Social Services	Local Authority	Tel: 01803 208100 Out of Hours: 0300 456 4876 <a href="mailto:torbay.safeguardinghub@torbay.gcsx.gov.uk">torbay.safeguardinghub@torbay.gcsx.gov.uk</a>
Plymouth Social Services	Local Authority	Tel: 01752 668000 Out of Hours: 01752 346984 <a href="mailto:gateway@plymouth.gov.uk">gateway@plymouth.gov.uk</a>
Police	Police	Tel Non emergency: 101 Tel Emergency: 999
Thirtyone:eight	Safeguarding Advisory Service	Tel: 0303 003 1111
Annabel Harris	Safeguarding Coordinator	Tel: 07917417345 <a href="mailto:annabel_8@yahoo.co.uk">annabel_8@yahoo.co.uk</a>
Louise Gregg	Safeguarding Coordinator	Tel: 07917416893 <a href="mailto:louise.gregg@icloud.com">louise.gregg@icloud.com</a>
Hazel Bennett	Lead Trustee for Safeguarding	Tel: 07741283495
Andy Curtis	Lead Trustee for Safeguarding	Tel: 07796180361

**Appendices:**

- Missing Children Policy
- Code of Conduct for Leaders
- Menadue camp Safeguarding Training