

Off The Grid Adventures CIC

Safeguarding & Safer Recruitment Policy

March 2020

Off The Grid Adventures Community Interest Company, acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice set out by the North and South of Tyne Safeguarding Children's Partnership requirements as and when appropriate.

When operating and delivering activity-based interventions in other areas of the North East and Yorkshire & Humber areas, the appropriate Local Authority procedures would be adhered to as and when required.

This policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background, all children;

- Have a positive and enjoyable experience of sport and activities with Off The Grid Adventures in a safe and child centred environment and are protected from abuse whilst participating in school or community based activities.
- Enjoy a safe and secure stay at our own sites of Canberra Farm Outdoor Activity Centre in Doncaster or at Charter's farm in Northumberland or any other residential experiences organised by the company.

Off The Grid Adventures acknowledges that some children, including disabled children and young people or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

As part of our safeguarding policy Off The Grid Adventures will:

- Promote and prioritise the safety and wellbeing of children and young people
- Ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people
- Ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern
- Ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored

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- Prevent the employment/deployment of unsuitable individuals
- Ensure robust safeguarding arrangements and procedures are in operation.

The policy and procedures will be widely promoted and are mandatory for everyone involved in Off The Grid Adventures activities. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

Monitoring

This policy was developed by Paul Kirkpatrick the nominated Safeguarding Officer for the organisation. The document will be reviewed a year after development and then every three years, or in the following circumstances:

- Changes in legislation and/or government guidance
- As required by the Local Safeguarding Children Board, UK Sport and/or Home Country Sports Councils.
- As a result of any other significant change or event.

Appendix A

Off The Grid Adventures Community interest company acknowledges and follows as and when required the procedures of the North and South of Tyne Safeguarding Children's partnership procedures manual.

Quick Links:

This contents list is sub divided into the following sections, each Section contains relevant Chapters/Procedures: (Click on the title to jump to the Section you require):

1. [Core Procedures](#)
2. [Safeguarding Practice Guidance](#)
3. [Learning and Improvement](#)
4. [Multi-Agency Safeguarding Arrangements](#)
5. [Appendices and Protocols - Local Protocols, Contacts, Using this Manual](#)

1. Core Procedures

[Responding to Abuse and Neglect](#)

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[Early Help](#)

[Referrals](#)

[Thresholds](#)

[Assessment](#)

[Child Protection Enquiries - Section 47 Children Act 1989](#)

[Child Protection Conferences](#)

[Child Protection Plans](#)

[Children and Families Moving Across Local Authority Boundaries](#)

[Allegations Against Staff or Volunteers who Work with Children](#)

[Organised and Complex Abuse](#)

[Information Sharing](#)

[Whistleblowing or Raising Concerns at Work](#)

[Good Practice Supporting the Voice of the Child](#)

[Engaging with Fathers, Male Partners or Carers](#)

2. Safeguarding Practice Guidance

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[Adolescent to Parent Violence and Abuse](#)

[Breast Ironing](#)

[Bruising in Pre/Non-Mobile Children](#) (Local Information)

[Bullying](#)

[Child Sexual Abuse in the Family Environment](#)

[Child Sexual Exploitation](#)

[Children and Families that go Missing \(Including Unborn Children\)](#)

[Children from Abroad, including Victims of Modern Slavery, Trafficking and Exploitation](#)

[Children in Custody](#)

[Children Living Away from Home with Other Families](#)

[Children Missing from Education](#)

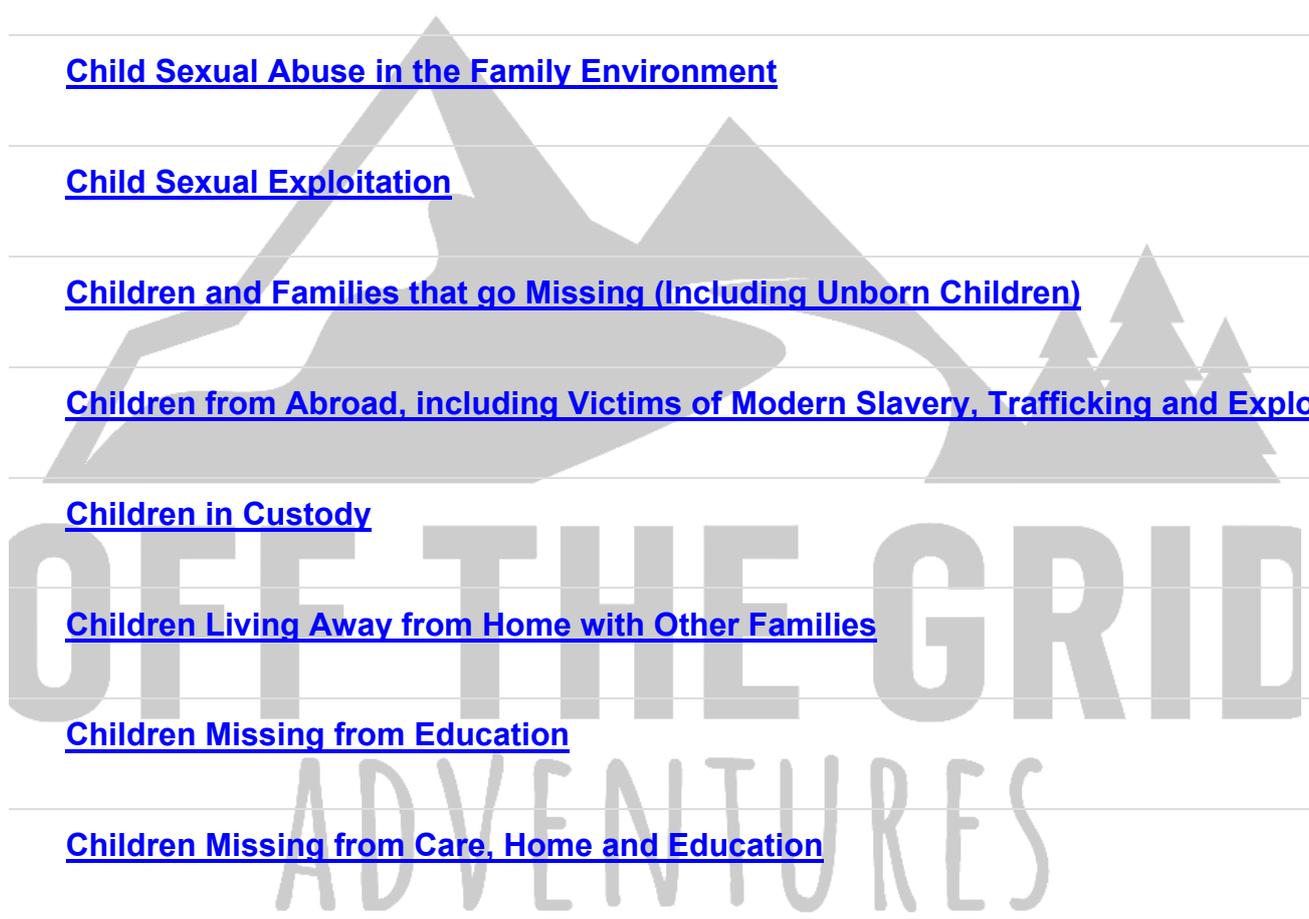
[Children Missing from Care, Home and Education](#)

[Children of Parents with Learning Disabilities](#)

[Children of Parents with Mental Health Problems](#)

[Children of Parents who Misuse Substances](#)

[Children Visiting Prisons](#)



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[Children Visiting Psychiatric Wards and Facilities](#)

[Concealed Pregnancies](#)

[Dangerous Dogs and Safeguarding Children](#)

[Disabled Children](#)

[Domestic Violence and Abuse](#)

[E-Safety: Children Exposed to Abuse through the Digital Media](#)

[Fabricated or Induced Illness](#)

[Female Genital Mutilation](#)

[Forced Marriage](#)

[Gang Activity, Youth Violence and Criminal Exploitation Affecting Children](#)

[Honour Based Violence](#)

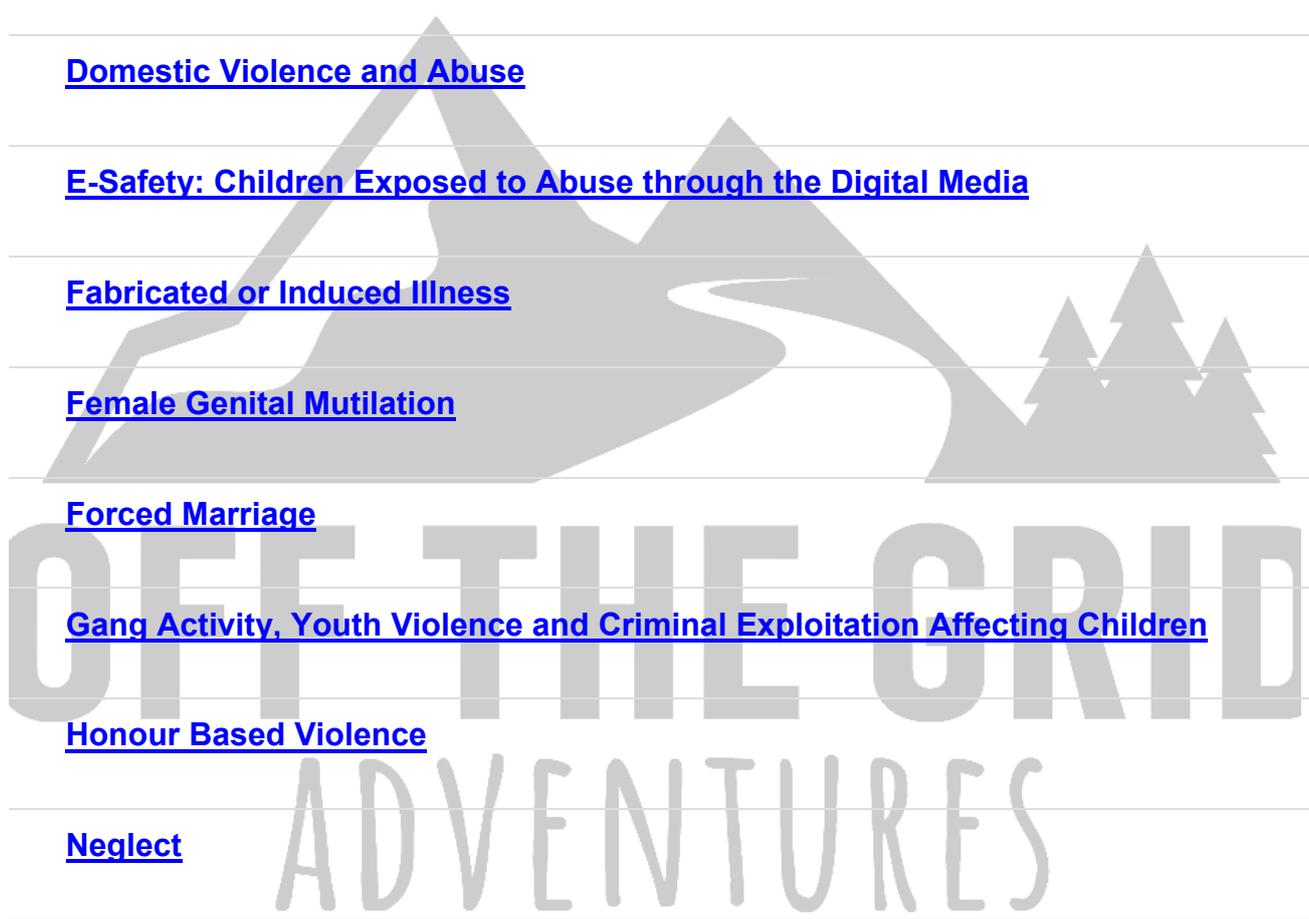
[Neglect](#)

[Pre-Birth](#)

[Prevent - Safeguarding Children and Young People against Radicalisation and Violent Extremism](#)

[Racism](#)

[Self Harm and Suicidal Behaviour in Children and Young People](#)



[Sexually Harmful Behaviour](#)

[Spiritual, Cultural and Religious Beliefs](#)

[Underage Sexual Activity](#)

[Working with Interpreters and others with Special Communication Skills](#)

3. Learning and Improvement

This section will be reviewed in line with the new multi agency safeguarding arrangements

[Child Safeguarding Practice Reviews](#)

This section will be updated following the implementation of the regional Child Death (

[Child Death Reviews](#)

See also: [Sudden Unexpected Death in Infancy and Childhood - Multi-agency Guidelines](#)
[College of Pathologists, endorsed by The Royal College of Paediatrics and Child Health](#)

4. Multi-Agency Safeguarding Arrangements

[Multi-Agency Safeguarding Arrangements](#)

[Agency Roles and Responsibilities](#)

[Escalation Protocol](#)

[Guidance for Safe Recruitment, Selection and Retention for Staff and Volunteers](#)

[Complaints in Relation to Child Protection Conference](#)

5. Appendices and Protocols - Local Protocols, Contacts, Using this Manual

Local Protocols

[Sunderland - Local Protocols](#)

Contacts

[Gateshead - Local Contacts](#)

[Newcastle - Local Contacts](#)

[North Tyneside - Local Contacts](#)

[Northumberland - Local Contacts](#)

[South Tyneside - Local Contacts](#)

[Sunderland - Local Contacts](#)

[National Contacts](#)

Appendices

[Using this Manual](#)

[Glossary](#)

[NICE Guidelines](#)

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[Amendments](#)

South Yorkshire Area

Off The grid Adventures deliver a significant amount of work with high risk young people across South Yorkshire area. The following are the appropriate links for guidance /issues in the 4 regions of South Yorkshire.

1. Doncaster

<https://doncasterscb.proceduresonline.com>

2. Rotherham

<https://rotherhamscb.proceduresonline.com/chapters/contents.html>

3. Sheffield

<https://www.safeguardingsheffieldchildren.org/sscb>

4. Barnsley

<https://www.barnsley.gov.uk/services/children-families-and-education/safeguarding-families-in-barnsley/safeguarding-children-in-barnsley/barnsley-safeguarding-children-partnership/>

Contact details for the Local Authority Designated Officers or other appropriate referral mechanisms are listed for within each link.

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Safer Recruitment Policy

This policy is set out in accordance with Local Safeguarding Children Board requirements for staff and volunteers carrying out a Regulated Activity with children and young people.

The Regulated Activity with which most staff and volunteers may be involved is defined as “unsupervised activities: teaching, training, instructing, caring for or supervising children, or providing advice / guidance on well-being, or driving a vehicle only for children.”

Purpose

The highest priority purpose of this policy is to keep children and young people working with the charity safe from maltreatment, neglect, violence and sexual exploitation. Safer recruitment means taking steps to ensure we only appoint individuals who are suitable for providing unsupervised activities as above while keeping children and young people safe from these risks.

Staff and volunteers also follow our Safer Working Practices policy to ensure that all individuals ensure children and young people are kept safe from other risks e.g. physical injury, bullying and discrimination. They follow our guidelines for escalating concerns and allegations in the event that potential issues are identified.

Responsibility for ensuring these policies are carried out lies with the Board of Directors.

Recruitment training

All staff involved with recruiting and selecting staff (including contractors) and / or volunteers are trained in child safeguarding and the requirements and behaviours required to ensure safe and fair recruitment.

This training includes the principles and procedures set out in this policy.

Recruitment procedures

Recruitment advertising for paid and volunteer roles includes a detailed role description including the qualities and standards required in the successful candidate, and details of the checking procedures to be carried out.

An application form is used requiring every applicant to provide their full work history, and carefully scrutinised. This work history is securely held on file for individuals employed by the organisation (see also 2.7 below).

Individuals providing incomplete applications are not recruited by the charity.

2.4 Interviews are carried out by a minimum of 2 staff members, all trained as in 1.1 above. An interview panel member must declare if he or she knows the applicant prior to interview.

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2.5 Interviews follow a prepared checklist of required qualifications, experience and qualities, seeking evidence of each.

2.6 Written notes are made during and after each interview to ensure fair evaluation and / or comparison of candidates against consistent criteria.

2.7 Where an individual application form has raised particular questions e.g. employment gaps or spent convictions, these must be satisfactorily explored in the interview.

2.8 Any disclosures or concerns relevant to safe recruitment are clearly identified and referred to the responsible director before recruitment decisions are made.

2.9 With the candidate's permission, application forms, work history, qualification data where relevant and certified copies of original identity documents are securely retained on file for each individual during their time working with the organisation and for a period of six years following their employment. It is then securely destroyed.

2.10 With the candidate's permission, information gathered for unsuccessful candidates is securely retained for a period of 6 months and then securely destroyed, unless a dispute is raised.

2.11 If a candidate feels they have been unfairly treated in the recruitment process, they are invited to set out their claims and evidence in writing to the Board of Directors. This is evaluated by the Directors alongside the application, interview notes and other relevant documentation and they adjudicate.

3. Verification

3.1 Any gaps in employment are investigated and verified where necessary.

3.2 Where an individual left previous employment, the circumstances of departure are established e.g. disciplinary procedures or compromise agreements. Any concerns are referred to the director/trustees for risk assessment.

3.3 Where required for the safe execution of the role, qualifications are verified.

3.4 References are requested. References from colleagues (other than managers) or friends are not accepted. References are checked for missed or ambiguous answers and remaining issues escalated as appropriate.

3.5 Identity documentation checks are carried out for all recruits, whether staff or volunteers.

3.6 For paid roles (not just remuneration of expenses), the individual's right to work in the UK is verified and documentation securely retained as in 3.3.

3.7 For volunteer roles, individuals from outside the EU/EEA must prove their right to work under their visa or leave to remain. Different rules currently apply to visitor and student

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visas, asylum seekers and failed asylum seekers, and individuals travelling to the UK solely for the purpose of volunteering may require sponsorship. These rules are subject to change and must be checked with UK Border Agency before recruiting if there are any grounds for doubt.

3.8 An Enhanced DBS check is carried out on all contract, temporary and permanent staff. All volunteers are subject to the same check unless they are only working in non-Regulated Activities under supervision.

3.9 Updated DBS checks are carried out on long-term staff and volunteers at a minimum frequency of 3 years.

3.10 All DBS information is recorded on the Mentoring Plus Single Central Record.

3.11 Any Positive Disclosure information revealed is referred to the Director and local authority designated officer (Where appropriate) and made subject to a thorough risk assessment procedure before a recruitment decision is made.

3.12 Where any doubts remain as to the safety of recruiting the individual, the principle of child safety first is followed.

4. Probation

4.1 All staff are subject to a three-month probationary period as a term of their contract.

4.2 All volunteers agree to a three-month probationary period.

5. Staff and volunteer training

5.1 Once recruited, all new team members, paid or volunteer, receive training and written guidelines to ensure they remain fully aware of our child protection procedures.

5.2 All staff and volunteers receive training and written guidelines on safer working practices.

5.3 All staff and volunteers receive training and written guidelines on reporting procedures if they suspect that a child or young person working with the charity is at risk of harm.

5.4 All staff and volunteers receive training and written guidelines on allegations management / whistle-blowing.

6. Working with third party service providers

6.1 Staff are responsible for ensuring that any individuals coming into contact with children and young people having been commissioned by the charity to provide activities or other services are subject to the same safeguarding requirements.

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6.2 Written assurances of the above are gained from third party providers in advance of any service contract being agreed.

Paul Kirkpatrick

Executive Director

Last updated April 20th 2020

Next review: April 19th 2021



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