



TANGIER WOOD LTD

Safeguarding Children Policy

Introduction

Tangier Wood Ltd (the Company) is a company run for the following purpose: To provide outdoor training and activities for children and young people.

Registered Office Address: 3rd Floor Office, 207 Regents Street, London W1B 3HH.

Company location address: Tangier Wood, Frant Road, East Sussex, TN3 9HG.

Company number: 13053525

The Company has adopted this safeguarding children policy and expects every adult working or helping at the Company to support and comply with it.

Purpose of the Policy

This policy is intended to protect children and young people who receive any service from us, including those who are the children of adults who may receive services from us. Under this policy, the term children shall mean any person who is under 18 years of age.

The Company believes that no child or young person should experience abuse or harm and is committed to the protection of children and young people. This policy is intended to provide guidance and overarching principles to those who represent us as volunteers or staff, to guide our approach to child protection and safeguarding.

Safeguarding Principles

Safeguarding children from harm and abuse is an essential responsibility for our Company. We are committed to ensuring that any child who comes into contact with our services is properly safeguarded. Every person under this policy must ensure that they play an active role in ensuring that children are properly safeguarded.

Every person under the policy holds responsibility for:

- Remaining alert and aware of possible safeguarding risks to children.
- Guarding children against harmful environments with appropriate actions (for example, adequate supervision or ensuring safe environments).
- Taking positive steps to maintain the safety and wellbeing of children engaging with us as a Company.
- Reporting concerns expeditiously and appropriately, in line with the child protection procedures.
- Understanding the duty to report specific concerns (and understanding how these interplay with confidentiality).
- Challenging any inappropriate or harmful behaviour of any other adult and reporting this accordingly.
- Acting appropriately in the presence of children.
- Not taking any inappropriate risks.
- Not drinking or taking any form of illicit substances in the presence of children.



Safeguarding Officer

Any question, report or concern in relation to the safeguarding of children should be shared with our Safeguarding Officer:

Name: Jodie Collins

Email: connect@tangierwood.co.uk

Telephone: 07966 343382

Confidentiality and Data Protection

All personal information we may process relating to children shall be processed and stored in accordance with our Data Protection and Privacy Policy which can be found at:

www.tangierwood-training.co.uk.

Responding to a Safeguarding Concern

Where a child is at risk of serious harm, any adult present should call 999. Thereafter the Safeguarding Officer should be contacted as soon as is reasonably possible.

Where there is a safeguarding concern but no immediate risk of serious harm, the adult who has heard or witnessed this concern should consult with the Safeguarding Officer as soon as practicable and by no later than the end of that same day.

Where any child makes a disclosure relating to harm or abuse to an adult, it is important for that adult to:

- Listen calmly and carefully, showing that their views are taken seriously.
- Provide an appropriate and honest level of reassurance.
- Avoid interrogating children and asking probing, intrusive and/or leading questions.
- Avoid making false promises regarding secrets and confidentiality with the child (because any concern of abuse/harm must be shared with the Safeguarding Officer and any subsequent safeguarding referral).
- Make a confidential written record of the discussion either during the discussion or immediately afterwards. The record should include the key details of the disclosure together with any relevant times, dates, places and people concerned.
- Refer all relevant information to the Safeguarding Officer as soon as practicable afterwards, and by no later than the end of the same day.

Upon receipt of any safeguarding concern, the Safeguarding Officer shall consult with any other relevant persons and will make any appropriate referrals to the relevant authorities, such as the applicable Local Authority Children's Services department.

Reporting Concerns about Other Adults

Where any person has a concern regarding the conduct of an adult connected to the Company, which poses or may pose a safeguarding risk to children such as:

- Harming a child either physically or emotionally.
- Exposing a child to behaviour which may cause physical or emotional harm.
- Engaging in criminal activity concerning a child.



This must be raised in the first instance with the Safeguarding Officer (or where this is not appropriate, a different senior member of the organisation) so that the next appropriate steps may be agreed and actioned.

We recognise that there could be circumstances where a person may need to report a matter that has taken place in a setting outside of the person's engagement with the Company.

Usually, any appropriate steps following a safeguarding referral in respect of an individual connected to the Company will either include:

- Further initial enquiries.
- Escalation to the applicable Local Authority Children's Services department for assessment and/or the police for investigation.
- Instigation of any appropriate disciplinary, formal investigation processes and suspension of any person connected with the Company.
- A referral to the Disclosure and Barring Service, or any other relevant regulatory bodies.

Any person within the Company who has allegations made against them shall be informed properly in a formal meeting of the particulars of the allegations and the relevant next steps which shall be taken. Such a meeting should ordinarily be held by the Safeguarding Officer. On certain occasions, such a meeting may not be convened until this has been approved by any authorities involved (such as the police or relevant Local Authority).

Any person from within the Company who has allegations made against them shall be treated fairly. All enquiries, investigations and decisions taken shall be just and fair, with the safety of any child concerned at the heart of the process.

Any person from within the Company who makes an allegation against another person from within the Company shall be listened to, taken seriously and shall be treated fairly and justly throughout the process of enquires, investigations and decision making.

Disclosure and Barring service (DBS) Checks and Reporting

DBS checks under the appropriate legislation should be undertaken wherever required. The groups of people we will usually undertake DBS checks in relation to are: All personnel undertaking activities with children and young people.

Wherever we deem it necessary and appropriate to remove any individual from a position of work in an activity which is regulated under the relevant legislation, we shall also be obliged to make a referral to the Disclosure and Barring Service.

Safeguarding Children at Events and Activities

Responsibilities and Planning

Typically, we may arrange the following types of events and/or activities which could involve children: Training for CCF and ACF Cadet Forces; and DofE Gold Residential courses.



The Safeguarding Officer shall hold ultimate responsibility for the safety and appropriateness of the event. They may however appoint a delegate for some responsibilities for the purpose of a specific event.

Although the Safeguarding Officer and any appointed delegates will hold ultimate responsibility for overseeing the safety of events and activities, all individuals under this policy must also play an active role in ensuring the safety of children at all times.

Appropriate background checks shall be undertaken for any adult engaged by us in connection with an event or activity involving children, wherever this is required by law (see relevant section above).

Venues

Any events or activities held by us will typically take place at: Tangier Wood, Frant Road, East Sussex TN3 9HG.

We have carried out a Health and Safety Risk Assessment of this location in reference to its safety and suitability for children. Where any events or activities are held at any other location, we shall also carry out a risk assessment.

The fire safety procedures at this location can be found in the following location: Central location onsite and upon request.

First Aid

We have a First Aid procedure within the Company which can be found in the following location: Central location onsite and upon request.

Any accident or injury concerning a child will be brought to the attention of the nearest first aider and should thereafter be formally reported to the Safeguarding Officer.

Consent forms

We shall always obtain written consent form a parent or guardian for any event which takes place with children in attendance without their responsible parent or guardian present, or in the case of CCFs and ACFs, where they are not accompanied by their Cadet Staff. Consent will be obtained via: Online consent form.

Consent forms will include emergency contact details and will set out any specific safety needs/requirements for children. All consent forms will be kept secure and shall be stored in accordance with our Data Protection and Privacy Policy.

Supervision

For most activities and events, our procedure for supervision of children is as follows:

- CCF/ACF: Minimum of one member of Cadet Staff per ten children aged 12-16, in addition to Tangier Wood staff.
- DofE: Minimum of one member of Tangier Wood staff per 12 children aged 16-18.

Where we hold any events or activities whereby a child attends alongside their parent or guardian, parents and guardians should ensure their children are properly supervised.

Managing Behaviour of Children Generally

Whenever any adult engaged by us is faced with challenging or inappropriate behaviour from a child or with conflict between children they must:

- Treat each child fairly and equally.
- Approach the situation in a calm and neutral manner.
- Only ever use physical restraint/intervention in order to protect the immediate safety of a person, for example to prevent any injury or harm either to the child or others.
- Wherever it is justified to physically restrain a child or to physically intervene, the amount of force used should be kept to the absolute minimum taking into account the risk posed.
- Make a written record of the incident and ensure this is reported appropriately to the Safeguarding Officer.

Managing Risks Posed by Other Children

It is important for all adults engaged by us to recognise that children can face harm from their peers. This can commonly take the form of bullying. Bullying can be described as any behaviour which is: Repeated; and has the intention of hurting somebody either physically or emotionally.

Bullying can sometimes be motivated by prejudices based on certain groups, for example gender, race, religion or sexual orientation. Bullying can often include:

- Physical harm perpetrated against another child.
- Name calling and threats.
- Cyberbullying (threats and abusive comments made via technology).

Any instance of bullying or concern relating to the possible bullying between children at any event or activities arranged by us will usually be dealt with by us in the first instance as follows: Children involved will be spoken to individually to ascertain the facts, with education and support provided to individuals as required.

Where any behaviour amounting to bullying continues following this, the following steps will be taken:

- CCF/ACF: Tangier Wood staff will inform a member of the Cadet Staff and request they issue a warning to the individual carrying out the bullying. If the bullying behaviour continues, Tangier Wood will request the Cadet Staff remove the individual from the activities and monitor them for the remainder of their time onsite.
- DofE Residential: Tangier Wood staff will issue a warning to the individual carrying out the bullying. If the bullying behaviour continues, Tangier Wood staff will inform the emergency contact that their child is being removed from the Residential and agree collection/travel arrangements.

All steps in relation to the prevention or management of bullying should be taken in consultation with the Safeguarding Officer.

Photography

Our Photographs

On some occasions, we may take photographs featuring children. We recognise that photography of children carries risks, such as:

- The potential for images to be reused, shared or adapted in a damaging or inappropriate manner.
- The general risk of sharing images and the impact this could have on a child's public image as they grow older.

In view of these risks, we will:

- Always ask for written permission from a child and their parent/guardian before taking and sharing any images of them.
- Always ensure that a child and their parent/guardian are properly informed how an image will be used and shared.
- Always ensure that a child's identity is protected as far as possible with any published material.
- Ask that parents, guardians, children and any other person connected to them who may wish to share any of our published images which features other children to refrain from doing so unless they have the permission of the other children and their parent/guardian.

Members of the Public

We ask that any members of the public attending our premises, events or activities do not take photographs.

Other Policies

We have referred within this document to the following other important policies which should be considered in conjunction with this policy:

- Data Protection and Privacy Policy (available at www.tangierwood-training.co.uk)
- Health and Safety Risk Assessments (available at central location onsite and upon request)

This policy is approved and robustly endorsed by Tangier Wood Ltd and is due for review every two years unless otherwise required.

Signed:

A handwritten signature in black ink, appearing to read 'Jodie Collins', written over a horizontal line.

Name: Jodie Collins (Safeguarding Officer)

Position: Company Director

Dated: 04/12/2022