

Safeguarding and Child Protection Policy 2026



Derby Kids' Camp

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Derby Kids' Camp - Our Core Values, Vision and Ethos

Derby Kids' Camp (DKC) is an entirely volunteer run charity, which provides free holidays for over 300 of Derbyshire's most deserving children each year. These children face huge challenges in their day-to-day lives: from poverty to bereavement; social interaction difficulties or the challenges of being a young carer. Their time with Derby Kids' Camp gives them the chance to try out new activities, explore new surroundings, make new friends and more importantly, enjoy being a child. Our holidays help to build children's confidence and independence, giving children the opportunity to enjoy new experiences and leave with lifelong memories of an amazing childhood holiday.

Children are nominated by around 60 local primary schools. There aren't any specific criteria. We simply ask that schools nominate the children who are most in need of a break. Over the years, this has been for a huge variety of reasons, including challenges at home; children living in poverty; and to provide respite for families. There are many reasons why a child will be nominated, and we're not always made aware of this reason for each child. Some of the wide range of social and economic reasons why children have been nominated for a Derby Kids' Camp holiday in the past are:

- Financial difficulties for the family
- Single parent families needing respite
- Cared for children (children in foster care or the care of Social Services)
- Children living in the care of grandparents or older relatives
- Children whose parents/carers have a disability or severe illness
- Young carers and children with siblings with additional needs
- Children who have experienced the death of a parent or close family member
- Children struggling to interact with friends and peers
- Children whose family need some respite
- Children who have experienced domestic violence in the family or household
- Children whose school would like to reward their behaviour/performance despite difficult circumstances
- Children whose parents have recently separated
- Children who do not speak English as a first language, to encourage communication skills
- Children from large sibling groups

One of our aims at Derby Kids' Camp is to give children the chance to try out something new. For many children, staying in a tent, or even being away from home for the first time is a massive experience. With a week full of crafts, music, sports, walks, campfires, magicians, swimming, animals, playgrounds and much more, there's something to suit every personality and plenty of opportunity to try something different. We enable the children to have these opportunities, whilst keeping Safeguarding at the heart of everything they do.

Our Policy Statement

The purpose of this policy is to safeguard **everyone** in contact with Derby Kids' Camp. Safeguarding children and volunteers is a **priority** of Derby Kids' Camp. Safeguarding and Child Protection is the responsibility of **everyone** who comes in contact with Derby Kids' Camp.

This policy applies to **everyone** working on behalf of, volunteering for or in contact with Derby Kids' Camp, including (but not limited to): Children, The Board of Trustees, Committee Members, Volunteers, Visitors and any Third-Party Organisations. The DKC Trustees have a strategic leadership responsibility for the organisation's Safeguarding arrangements and have the responsibility to ensure that the organisation complies with Safeguarding duties under legislation.

Positive relationships and communication with our children and families are vital to ensuring effective Safeguarding and Child Protection. Volunteers have a sound knowledge of the issues affecting children and the wider community. Our Camp Leader Teams and Safeguarding Team create links with local schools and support services to provide a multi-agency approach to all support offered, if required. Furthermore, we receive regular training and keep up to date with relevant legislation, guidance and policies.

A coordinated, child centred approach is fundamental to Safeguarding and promoting the welfare of every child. Safeguarding is **everyone's responsibility**. Everyone who works with children has a responsibility for keeping them safe. No single person can have a full picture of a child's needs and circumstances and if children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.

Derby Kids Camp believe that:

- children **must always** be **protected** from harm.
- **everyone** who works with children has a **responsibility** for keeping them safe.
- **everyone** who comes into contact with children and families has a role to play in sharing information and identifying concerns.
- **every child** should feel valued, safe and happy.

Protecting children from harm is central to our culture at Derby Kids' Camp. We will achieve this by having effective Safeguarding and Child Protection policies and procedures in place, following National and Local guidance, [Working Together to Safeguard Children 2023 updated February 2024](#) and by following [Derby and Derbyshire Safeguarding Children Partnership Child Protection Procedures](#). Failure to follow this Policy will be dealt with as a very serious matter. This policy is also informed by the principles and best practice set out in Keeping Children Safe in Education (KCSIE) 2025, [The Children Act 1989](#), [The Children Act 2004](#) and [What to do if you're Worried a Child is Being Abused 2015](#).

Definitions

Safeguarding is what we do to prevent harm, whereas **Child Protection** is how we respond when we believe a child is at risk of harm or has been harmed.

Child as written in this policy, is anyone who is yet to reach their 18th birthday.

Volunteers as written in this policy, is anyone having contact with a child and extends to all adults on camp, at any time.

Organisation as written in this policy, is the Registered Charity Derby Kids' Camp (DKC).

Lead Trustee for Safeguarding (LTS) as written in this policy, refers to the person on the Trustee Board who takes lead responsibility for Safeguarding at the highest level in the organisation. They have overall responsibility for Safeguarding and Child Protection in the organisation and for decision making, training and overseeing and supporting the Safeguarding Officer (SO) and the Designated Safeguarding Leads (DSL) and Deputy DSLs. They ensure any concerns about the protection or welfare of children are managed in line with this policy and any other linking policy relating to Safeguarding.

Safeguarding Officer (SO) as written in this policy, refers to the person who is the first point of contact for any urgent/immediate issues that need to be addressed that the Designated Safeguarding Lead's (or Deputy DSLs) need support with. The Safeguarding Officer refers and reports to the Lead Trustee for Safeguarding as and when required.

Designated Safeguarding Leads (or Deputy DSLs) as written in this policy, refers to the persons who are appointed by the leadership team running the week of camp, weekend holidays or Derby Kids' Camp led activity. The Designated Safeguarding Leads (or Deputy DSLs) are the first point of contact for Safeguarding and Child Protection. They support recognising, responding to, reporting and recording concerns. They are the first point of contact for volunteers and refer and report to the Safeguarding Officer and Lead Trustee for Safeguarding as and when required.

Our Principles

Safeguarding and Child Protection are **everyone's responsibility**. All volunteers should play their full part in keeping children and adults safe.

Safeguarding and Child Protection arrangements in this organisation are underpinned by these key principles:

- We are committed to protecting children using Safeguarding and Child Protection Policy and Procedures.
- **All** volunteers have a clear understanding regarding risk of harm, abuse and neglect in all forms; including how to identify, respond and report concerns. This also includes knowledge of the process for allegations against other volunteers. Volunteers should feel confident that they can report all matters of Safeguarding and Child Protection in the organisation, where the information will be dealt with swiftly and securely, following the correct procedures with the safety and wellbeing of the children in mind at all times.
- We will aim to operate a child-centred approach: a clear understanding of the needs, wishes, views and voices of children and will actively seek out and promote this.
- Taking action to enable **all** children to have the best outcomes.

We will ensure that our parents/carers know about:

- Our principles, vision, and ethos in Safeguarding and Child Protection.
- That we aim, as an organisation, to work with our volunteers, parents/carers and the local community to help keep children safe.

All volunteers who have contact with a child, including visitors and third party organisations have responsibility in this organisation for:

- Listening to, and seeking out, the views, wishes and feelings of children and can demonstrate this in their practice.
- Being alert to the signs of the four main areas of abuse, child-on-child abuse and extremism in all its forms, including specific issues in Safeguarding and Child Protection and the need to report any concerns and refer to the Designated Safeguarding Leads (DSLs), Deputy Designated Safeguarding Leads (DDSLs) or Safeguarding Officer (SO).
- Knowing who the organisation's Lead Trustee for Safeguarding (LTS), Safeguarding Officer (SO), Designated Safeguarding Leads (DSLs) and Deputy Designated Safeguarding Leads (DDSLs) are.
- Feeling able to obtain feedback on all concerns reported to the Designated Safeguarding Leads (DSLs), Deputy Designated Safeguarding Leads (DDSLs) and Safeguarding Officer (SO)
- Being aware of procedures and feeling confident in reporting concerns about other volunteers and the organisation.
- Being aware of Safer Recruitment practices and of the organisation's Whistleblowing Procedures.
- Recognising emotional and mental health needs in children when they are struggling.
- Using reasonable force (see Appendix C).
- Ensuring that their Safeguarding and Child Protection training is up to date and undertaking refresher/updated training, at least annually.

Creating a Safer Culture / Safer Recruitment

The commitment to Safeguarding children is an ongoing process and has a high profile in our organisation. **All** volunteers should feel responsible for helping to make a Safer Culture and empowered to speak out if they have concerns. To help develop a safe environment for speaking out, it's important to have Safeguarding as a key part of our induction for new and returning Volunteers.

Safer Recruitment is a set of practices to help make sure **all** our volunteers are suitable to work with children. It is a vital part of creating a safe and positive environment and making a commitment to keep children safe from harm. Safer Recruitment is a continuing process of improvement for the organisation.

We have clear written procedures within our [Volunteer Recruitment Policy](#) (see separate document), and ensure that everyone who is involved with any form of recruitment know how to follow them. This ensures that volunteers are recruited safely and fairly and that children's safety is being considered at every stage of the process.

For further information regarding the recruitment of volunteers and/or other relevant information, please refer to DKC linked Policies:

[Derby Kids' Camp Volunteer Recruitment Policy](#)

[Derby Kids' Camp Disclosure and Barring Service \(DBS\) and Vetting Policy](#)

Derby Kids' Camp Responding to Self-Disclosures and Positive Vetting and Barring Check Returns Policy

[Derby Kids' Camp Recruitment of Ex-Offenders Policy](#)

[Derby Kids' Camp Bullying and Harassment Policy](#)

[Derby Kids' Camp Expectation of Volunteers](#)

Derby Kids' Camp Whistleblowing Policy

[Derby Kids' Camp Behaviour Support Policy](#)

Derby Kids Camp Role Descriptions for Trustees and DSL/DDSLs

Training

The Trustees of Derby Kids' Camp **must all** undertake Charity Trustee Safeguarding Training.

The Lead Trustee for Safeguarding, the Safeguarding Officer and the Designated Safeguarding Leads and their Deputies **must** all complete Designated Safeguarding Lead Training (DSL Level 3). They **must** also undertake Level 1 and Level 2 Prevent Training.

The Lead Trustee for Safeguarding and anyone within the organisation who is involved with recruiting, **must** undertake Safer Recruitment training, this will be at least one member of each Derby Kids' Camp Leader Teams or DKC Holiday Team.

Training should be updated at least every two years, as a minimum, unless otherwise stated.

Training should provide those within these roles with a good understanding of their own role. It should also secure understanding of how to identify and respond to specific needs that can increase the vulnerability of children, specific harms that can put children at risk, and the processes, procedures and responsibilities of other agencies, particularly Local Authority Children's Social Care.

Every volunteer **must** complete Introductory Safeguarding and Child Protection Training **prior** to their Summer Camp week/s. This training includes a short online training course and attending our DKC Training Day. This training is at no cost to the volunteers. The online course **must** be completed, even if they have done this before. This training **must** be updated at least annually.

Induction

Having a consistent induction process will make sure everyone in our organisation fully understands and knows how to follow our Safeguarding and Child Protection Policies and Procedures. As an organisation, we will endeavour to make sure **all volunteers**:

- Have read and understand our Safeguarding and Child protection Policy and Procedures (this document).
- Know how to spot the signs that a child may be experiencing abuse.
- Know how to respond appropriately if a child makes a disclosure about abuse.
- Know what to do if they have concerns about a child's wellbeing.

It is imperative that **all volunteers** complete Safeguarding and Child Protection training as part of their induction, even if they have done this before. It is **vital** to make sure **everyone** has up-to-date knowledge and skills and understands how Safeguarding and Child Protection works in our organisation.

Volunteer to Child Ratios

To ensure the safety of the children attending a Derby Kids' Camp Holiday, led activity or event and to safeguard everyone involved, we have specified ratios of Volunteers to Children required.

In order to provide adequate supervision, we have adopted the following:

Where?	Ratio
Summer Camp/Holiday	1 volunteer to 4 children and 6 extra volunteers (Minimum of 28 helpers exclusive of junior volunteers)
Weekend Camps/Holiday	1 volunteer to 4 children + 2 (SEND weekends may require extra support)
On the Coach	1 volunteer to 13 children
On the Minibus	Minimum 2 volunteers, but must be an adult on all exits
Activities on or off Camp	1 volunteer to 8 children (except shopping events) Minimum of 2

Junior Volunteers (16-18 year olds)

Volunteering can be a great way for young people to learn and develop new skills, gain experience for their future employment, 'give back' to an organisation that has previously offered them support and help their local community. Volunteers are usually aged 18 or over, due to the fact that despite being great fun, camp is very tiring and can be stressful. We also accept Junior Volunteers, limited to 6 per week.

All volunteers, including Junior Volunteers, will be subject to Safer Recruitment processes. They will **all** be given an induction and regular training, including Safeguarding training. We will ensure our training and induction processes are accessible for everyone and cover any additional requirements or questions they might have. We will make sure we include what a Junior Volunteer or an adult Volunteer should do if they have a concern, either about themselves, someone else or a child on camp.

We will endeavour to make sure that Junior Volunteers are clear about the context of their role and that they know and understand their responsibilities and boundaries. We have an [Expectation of](#)

[Volunteers](#) document that sets out clear rules about behaviour, so that **all** Volunteers know what is expected of them and what they can expect from our organisation.

Junior Volunteers should understand their Safeguarding responsibilities, know what it is that we expect from them, who they can talk to for help or advice and what steps they should take if a Safeguarding matter arises. It is important that Junior Volunteers know who to talk to if they have any concerns and that they should do so as soon as possible, rather than keep any worries to themselves. We will ensure appropriate support is in place for them. This will be part of our training and induction processes.

Junior Volunteers **must** be DBS checked as per the [Volunteer Recruitment Policy](#) and the [DBS and Vetting Policy](#). If this is not possible due to them turning 16 too close to camp, a Volunteer Risk Assessment **must** be carried out.

Volunteers aged under 18 will not be left alone to supervise others or included in adult to child supervision ratios.

Junior Volunteers will not be given total responsibility for a small group, for example, on day trips off site or when shopping etc... However, Junior Volunteers can be group leaders (with an over 18 acting as a mentor) and have responsibilities for indoor/outdoor activities, but will not be given welfare, medical or night duties.

Junior Volunteers should not be expected to deal with challenging children, they should refer them on to someone more experienced.

Adult Volunteers will be made aware of those who are Junior Volunteers, they will be advised to remember the age of these volunteers and be available to help or guide if necessary. Junior Volunteers should feel able to ask for help.

There is a Junior volunteer Amber Card for Key Information; copies of this will be available in the Cooks Tent.

Safeguarding and Child Protection Procedures for Derby Kids' Camp

All volunteers will receive information and training in safe conduct when working with children and what to do if they have concerns about a child. This will include information on recognising when there are concerns about a child, where to get advice and how to report concerns within the organisation and to the appropriate agency.

We will endeavour to make this organisation a safe and caring place for children to be, by having an [Expectations for Volunteers](#) document. This will be given to all volunteers and they will be expected to comply with it. (See Appendix B).

By following the four simple Safeguarding principles of Recognise, Respond, Report and Record, anyone who comes in contact with children who may be at risk of abuse can help keep them safe from harm.

- **Recognise** that a child is being harmed or is at risk of being harmed.
- **Respond** appropriately to what you are being told or what you see/hear.

- **Report** concerns that you have. If you are worried about a child and have a concern, even if you do not think it is important, you **must** report it within 24 hours.
- **Record** your concerns, which **must** be clear, accurate and comprehensive (verbatim is required).

How Disclosure Happens

Children may disclose abuse in a variety of ways, including:

- Directly - making specific verbal statements about what's happened to them.
- Indirectly - making ambiguous verbal statements which suggest something is wrong.
- Behaviourally - displaying behaviour that signals something is wrong (this may or may not be deliberate).
- Non-verbally - writing letters, drawing pictures or trying to communicate in other ways.

Children may not always be aware that they are disclosing abuse through their actions and behaviour. Sometimes children make partial disclosures of abuse, this means they give some details about what they've experienced, but not the whole picture.

They may withhold some information because they:

- Are afraid they will get in trouble with or upset their family.
- Want to deflect blame in case of family difficulties, as a result of the disclosure.
- Feel ashamed and/or guilty.
- Need to protect themselves from having to relive traumatic events.

Responding to Disclosures

It takes a lot of courage for a child, parent, carer, or other significant adult to disclose that they are worried or have concerns. If a child chooses to tell someone about a concern or abuse, it is important they are reassured that they are being taken seriously, and that they will be supported and kept safe. Reports, particularly those about sexual violence and harassment, if possible, should be managed with two members of staff present (preferably one being the designated safeguarding lead or a deputy), however this might not be possible in all cases. If a child or adult talks to you about any risks to a child's safety or wellbeing you will need to let them know that you **must** pass the information on as soon as possible – even if the child asks you not to.

During your conversation with the child:

- Allow them to speak freely, listen to what is being said without interruption and without asking leading questions.
- Keep questions to a minimum and of an open nature ('TED questions' 'Tell me', 'Explain', 'Describe'). For example, 'Can you tell me what happened?' Rather than, 'Did x hit you?'
- Remain calm and **do not** overreact – the child (or their parent/carers) may stop talking if they feel they are upsetting you.
- Give reassuring nods or words of comfort such as, 'I'm so sorry this has happened', 'I want to help', 'This isn't your fault,' 'You are doing the right thing in talking to me.'

- Avoid admonishing the child for not disclosing earlier by saying, 'I do wish you had told me about this when it started,' or, 'I can't believe what I'm hearing,' may be your way of being supportive but they may interpret it that they have done something wrong.
- Under **no** circumstances ask investigative questions – such as 'How many times has this happened?'; 'Does it happen to siblings too?'; or 'What do other family members think about all this?'.
- At an appropriate time tell the child that to help them you must pass the information on.
- **Do not** automatically offer any physical touch as comfort; doing so may be anything but comforting to a child who has been abused.
- Tell the child what will happen next. The child may agree to go with you to see the Designated Safeguarding Lead.
- Report verbally to the Designated Safeguarding Lead.
- Write up your conversation as soon as possible (on the same day) on ELF (or the paper copy if necessary).
- Children should **not** be asked to write statements about abuse or any concerns that may have happened to them.
- Seek support if you feel distressed. This may be sometime after the disclosure.

Three key interpersonal skills that help a child feel they are being listened to and taken seriously:

- Show you care, help them open up: Give your full attention to the child and keep your body language open and encouraging. Be compassionate, be understanding and reassure them their feelings are important. Phrases such as 'You've shown such courage today' help.
- Take your time, slow down: Respect pauses and don't interrupt the child, let them go at their own pace. Recognise and respond to their body language. Remember that it may take several conversations for them to share what's happened to them.
- Show you understand, reflect back: Make it clear you're interested in what the child is telling you. Reflect back what they've said to check your understanding and use their language to show it's their experience.

If a child tells you they are experiencing abuse, it's important to reassure them that they have done the right thing in telling you. Make sure they know that abuse is **never** their fault.

Never talk to the alleged person about the child's disclosure. This could make things a lot worse for the child.

Reporting a Disclosure/Concern

You **must** report any concerns verbally to your Designated Safeguarding Lead (or Deputy DSL) or the Safeguarding Officer as soon as possible.

All concerns are then logged using an electronic form, which is called an **Event Logging Form (ELF)** which volunteers, third party organisations and visitors can use to Report a Concern. This can be done on the DKC tablets, which are kept in the Cooks' Tent, if during Summer Camp. What is written should be a clear statement of what you have been told, seen, or heard and reported as soon as possible.

- If a child or another adult has disclosed information to you, then you should keep a record of their **exact words (verbatim is required)**.

- It is important to ask the child to clarify if they use a term that you do not understand. Language is important.
- **Don't** use judgement words like 'inappropriate' or 'problematic'.
- The sooner you can write down information about what you heard and saw, the better your memory of the event will be. This is why it's **essential** to record your concerns within the same day timeframe.

It is part of the role of the Safeguarding Officer to keep detailed, accurate (verbatim) and secure written records of concerns and referrals via the ELF form process.

You should **never** wait until a child tells you directly that they are being abused before taking action. Discuss your concerns with your week's Designated Safeguarding Lead (or Deputy DSL) or the organisation's Safeguarding Officer. you can also contact the NSPCC Helpline call [0808 800 5000](tel:08088005000), email help@nspcc.org.uk or submit an [online form](#).

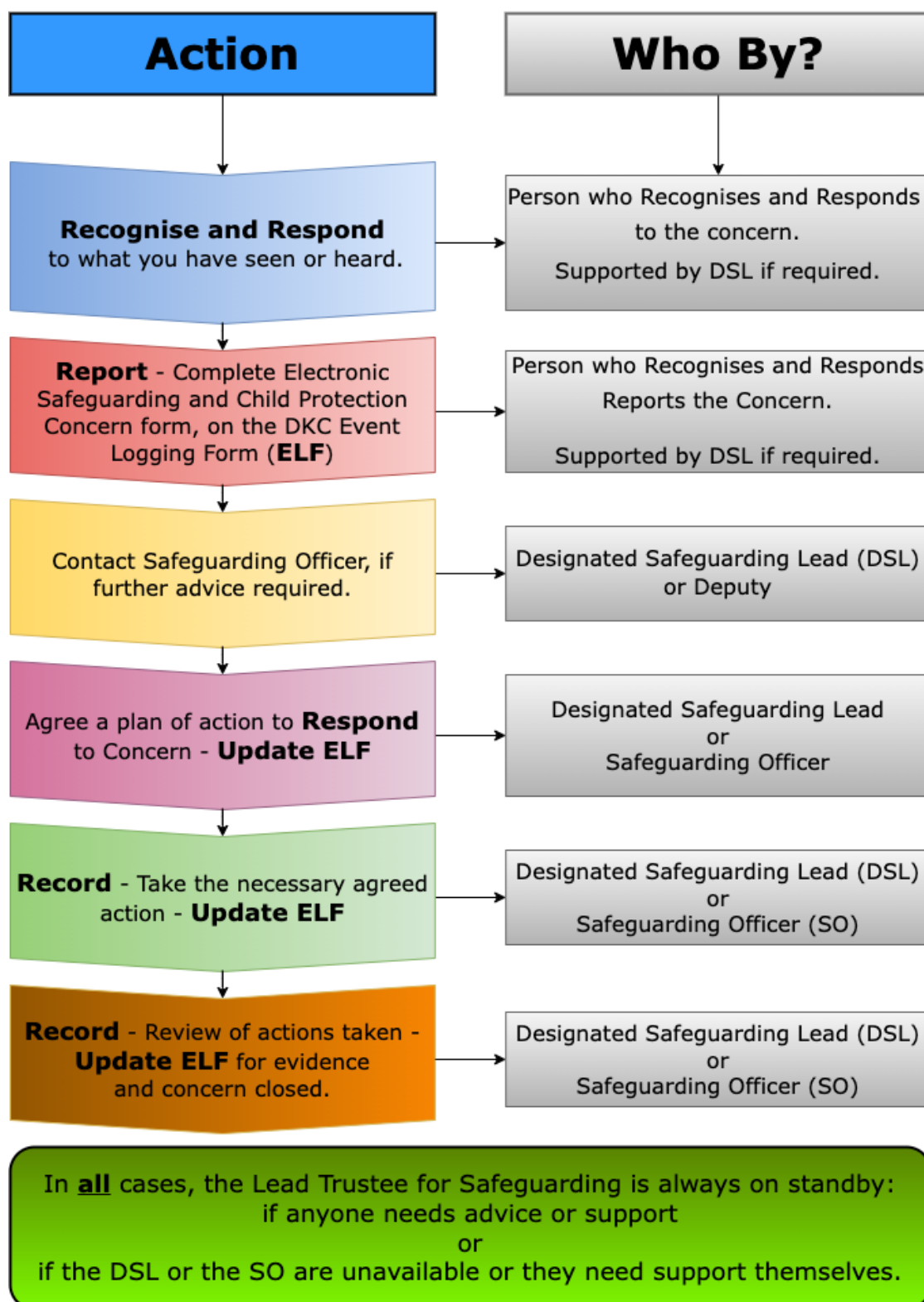
After a Concern is Reported

After a concern is reported, the Designated Safeguarding Lead (or Deputy DSL) and the Safeguarding Officer (SO) will be notified that a concern has been reported. The Designated Safeguarding Lead (or Deputy DSL), with the support of the SO, if required, will promptly assess the concern.

Step-by-Step Safeguarding and Child Protection Procedure

Worried about a child? Recognise, Respond, Report and Record.

Reporting a Concern Regarding a Child



Types of Abuse and other Key Statutory Areas for Safeguarding and Child Protection

What is child abuse?

Child abuse happens when a person harms a child. It can be physical, sexual or emotional, but can also involve neglect. Children may be abused by:

- Family members
- Friends
- People working or volunteering in organisational or community settings
- People they know
- Strangers

General signs of abuse

Derby Kids' Camp Volunteers will complete Safeguarding and Child Protection training prior to their week of Camp, on the categories of abuse and neglect, including recognising the signs and symptoms and how to Report/Record concerns.

All children, regardless of age, disability, gender, race, religion, beliefs or sexual orientation, have an equal right to protection from all types of harm or abuse. Some children are additionally vulnerable because of the impact of past experiences, past traumas, their level of dependency, communication needs or other issues. Extra safeguards may be required to keep children, who are additionally vulnerable, safe from harm.

Children experiencing abuse often experience more than one type of abuse over a period of time. Children who experience abuse may be afraid to tell anybody about the abuse. They may struggle with feelings of guilt, shame or confusion – particularly if the abuser is a parent, caregiver or other close family member or friend.

Many of the signs that a child is being abused are the same regardless of the type of abuse.

Anyone working with children or young people needs to be able to recognise the signs. These include a child:

- Being afraid of particular places or making excuses to avoid particular people
- Knowing about or being involved in 'adult issues' which are inappropriate for their age or stage of development, for example alcohol, drugs and/or sexual behaviour
- Having angry outbursts or behaving aggressively towards others
- Becoming withdrawn or appearing anxious, clingy or depressed
- Self-harming or having thoughts about suicide
- Showing changes in eating habits or developing eating disorders
- Regularly experiencing nightmares or sleep problems
- Regularly wetting the bed or soiling their clothes
- Running away or regularly going missing from home or care
- Not receiving adequate medical attention after injuries.

These signs do not necessarily mean that a child is being abused. There may well be other reasons for changes in a child's behaviour such as a bereavement or relationship problems between parents or carers. If you have any concerns about a child's wellbeing, you should report them following your organisation's safeguarding and child protection procedures.

We acknowledge that there are four types of child abuse as defined in Working Together to Safeguard Children 2023.

The Four Main Categories

Physical Abuse

Most children will collect cuts, bruises and injuries, and these should always be interpreted in the context of the child's medical/social history, developmental stage and the explanation given. Most accidental bruises are seen over bony parts of the body, e.g. elbows, knees and shins, and are often on the front of the body. Some children, however, will have bruising that is more than likely inflicted rather than accidental. Important indicators of physical abuse are bruises or injuries that are either unexplained or inconsistent with the explanation given; these can often be visible on the 'soft' parts of the body where accidental injuries are unlikely, e.g. cheeks, abdomen, back and buttocks. A delay in seeking medical treatment when it is obviously necessary is also a cause for concern. Physical abuse may involve (but is not limited to): hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional Abuse

Emotional abuse can be difficult to identify, as there are often no outward physical signs. Indications may be a developmental delay, due to a failure to thrive and grow, however, children who appear well-cared for may nevertheless be emotionally abused by being taunted, put down or belittled. They may receive little or no love, affection or attention from their parents or carers. Emotional abuse can also take the form of children not being allowed to mix or play with other children. Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may also occur alone.

Sexual Abuse

Sexual abuse involves forcing or enticing a child to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of,

sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet).

It is recognised that there is underreporting of sexual abuse within the family. **All** volunteers should play a crucial role in identifying / reporting any concerns that they may have through, for example, the observation and play of younger children and understanding the indicators of behaviour in older children which may be underlining of such abuse.

All volunteers should be aware that adults, who may be men or women, or other children, who use children to meet their own sexual needs abuse both girls and boys of all ages. Indications of sexual abuse may be physical or from the child's behaviour. In all cases, children who make disclosures about sexual abuse do so because they want it to stop. It is important, therefore, that they are listened to and taken seriously.

Neglect

It can be difficult to recognise neglect, however its effects can be long term and damaging for children. Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.

Neglect may involve a parent or carer failing to: Provide adequate food, clothing and shelter (including exclusion from home or abandonment), protect a child from physical and emotional harm or danger, ensuring adequate supervision (including the use of inadequate caregivers) and ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs. This is not an exhaustive list and neglect can involve other failures.

See (Appendix A) for more on the Signs of the four Main Categories of Abuse.

Emotional Health, Mental Health and Wellbeing

All Volunteers should also be aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. Volunteers are well placed to observe children for the duration of the Derby Kids' Camp led activity and identify those whose behaviour may suggest that they may be experiencing a mental health problem or be at risk of developing one. Where children have suffered abuse and neglect, or other potentially traumatic adverse childhood experiences (ACES), this can have a lasting impact throughout childhood, adolescence and into adulthood. Volunteers should be aware of how these children's experiences can impact on their mental health and behaviour. We acknowledge many children will have periods of feeling anxious, afraid and upset and can develop phobias. However, some children will experience these things more frequently.

Child on Child abuse

Derby Kids Camp recognises that children may abuse their peers/other children. This is known as child on child or peer on peer abuse and can take many forms such as bullying or cyberbullying, emotional abuse, online abuse, physical abuse, sexting and sexual abuse. DKC has a zero-tolerance approach to child-on-child abuse; abuse is abuse and this will not be tolerated or passed off as 'banter', 'just having a laugh', 'boys being boys' or 'part of growing up' as this can lead to a culture of unacceptable behaviours and an unsafe environment for children. Any allegations or concerns are taken seriously and responded to in the same way as stated above.

Online Safety

Derby Kids' Camp recognises that online safety is a key safeguarding consideration, even though children do not bring mobile phones or internet-enabled devices to camp. Volunteers remain vigilant to online harms that may have occurred outside camp, including grooming, exploitation, bullying or child-on-child abuse. Any disclosures relating to online harm are treated as safeguarding concerns and responded to in line with this policy. Volunteers must never use personal cloud based devices such as phones/tablets to photograph children or communicate with children via

personal social media accounts. Photographs of DKC children will be managed by a named communication officer(s) on each week, and must only be taken using DKC owned phones and non-cloud based personal devices (e.g. DSLR cameras) which are managed by the communication officer(s).

These named individuals sign an additional agreement regarding the management of data.

Deciding if a Concern is a Child Protection Issue

If a child displays inappropriate or harmful behaviour, you should inform your Designated Safeguarding Lead (or Deputy DSL). They will decide what action to take, in consultation with the person who is responsible for the supervision or pastoral care of the children involved, the Safeguarding Officer and any other agencies you know are working with the child and the Local Child Protection Services as necessary.

When an Allegation is a Child Protection Concern

An allegation becomes a child protection concern when:

- The behaviour involves sexual assault or physical assault.
- The child who has experienced the abusive behaviour has suffered significant harm.
- The behaviour forms part of a pattern of concerning behaviour by the child who is being abusive.
- The child carrying out the abuse is displaying sexualised behaviour.
- You are concerned that the child carrying out the abuse may be doing so because they have experienced abuse themselves.

It is also a child protection concern when there's a significant difference of power between the child who is displaying abusive behaviour and the person being abused.

If a child the organisation has been involved in sexting (sharing nude images), there are extra factors to consider. **Never** ask to see any images! Seek advice from the Designated Safeguarding Lead, their Deputy or the Safeguarding Officer, before proceeding.

When You Are Not Sure

Please Speak to your Designated Safeguarding Lead (or Deputy DSL) or Safeguarding Officer. If you think the child is in immediate danger, contact the police on 999.

Making a Referral to Children's Services

Where welfare, Safeguarding and Child Protection concerns are identified e.g. as a child having an injury or has made a disclosure of abuse, this is a Safeguarding and Child Protection concern and we will follow locally agreed Safeguarding and Child Protection procedures. If a child makes a disclosure or presents with an injury, it is imperative that advice is sought immediately, prior to the child returning home and as soon as the organisation becomes aware of this. A telephone referral must be made, as soon as possible, to Starting Point, Derbyshire's first point of contact, for a referral to Children's Services.

You can also contact the NSPCC Helpline on 0808 800 5000 or by emailing help@nspcc.org.uk whose trained professionals will talk through your concerns and give you expert advice.

Parental Consultation

The Designated Safeguarding Lead (or Deputy DSL) and/or Safeguarding Officer should, in general, discuss concerns with the family and where possible inform them that they are making a referral, unless this may, either by delay or the behavioural response it prompts or for any other reason, places the child at increased risk of significant harm.

Safeguarding, Child Protection and Record Keeping

The organisation is required to keep records about any Safeguarding and Child Protection concerns. We use a paper or **electronic report form (ELF)** to create a PDF of a Concern Report, which builds a **Case File** and a **Concerns Log**. These are confidential and secure, and no-one else outside our organisation has access to them, unless we are sharing relevant information, on a need-to-know basis, regarding the safety of the child.

Safeguarding, Child Protection and Information Sharing

To keep children and adults safe, information needs to be shared, so that decisions can be made about how to protect them. The law recognises that sharing information is a part of day-to-day Safeguarding and Child Protection practice.

This is covered in legislation including:

- [The common law duty of confidentiality](#)
- [Data Protection Act 2018](#)
- [Human Rights Act 1998](#)
- [Crime and Disorder Act 1998](#)
- [Care Act 2014](#)

Sharing information is an important part of Safeguarding and Child Protection. If the information is confidential, but there is a Safeguarding and Child Protection concern, sharing information is allowed both within and between organisations, in certain circumstances, outlined below.

Consent

You should always seek consent from a child to share information they have given about themselves or others. However, if consent is not given, you can and should still share information with relevant professionals, if you are protecting a child from significant harm. Therefore, wherever possible, we always seek consent from the person involved in the concern. We are open and honest with the person about why, what, how and with whom, their information will be shared. If we decide to share information after the person refuses permission, we will explain to them why we have made the decision to share without their permission.

Any information shared, whether verbally or by writing **must** be recorded. This should be done using the ELF Safeguarding Report/Update log, where any information is stored securely.

Managing Allegations Against or Concerns about Persons who Work or Volunteer with Children

Derby Kids' Camp recognises the importance of identifying and recording low-level concerns about volunteer conduct. These may include concerns about boundaries, language, tone or behaviour that do not meet the threshold for a safeguarding allegation. All low-level concerns must be shared with the Designated Safeguarding Lead and recorded. Patterns of low-level concerns may indicate a safeguarding risk and will be reviewed accordingly

Any allegation or concern that a volunteer has behaved in a way that has harmed, or may have harmed, a child **must** be taken seriously and dealt with sensitively and promptly, regardless of where the alleged incident took place.

Depending on the situation, an appropriate response may involve:

- The Police investigating a possible criminal offence.
- Your Local Child Protection Services making enquiries and/or assessing whether a child is in need of support.
- Your organisation following the relevant disciplinary procedures with individuals concerned.

You should also make sure any children involved are given appropriate support.

Whistleblowing and Reporting a Volunteer

Volunteers should feel confident about challenging the behaviour of others and voicing concerns. They should also know who to contact if they feel unable to report an incident within the organisation. They can make a report to the Police or Local Child Protection Services, or by contacting the NSPCC Whistleblowing Advice Line: [0800 028 0285](tel:0800 028 0285) or email help@nspcc.org.uk.

Please see separate Derby Kids' Camp Whistleblowing Policy and [Bullying and Harassment Policy](#).

Where there are any concerns about the suitability of a Volunteer or any adult on camp, these must be acted on **immediately**. If there are **immediate concerns**, these need to be reported promptly and directly to the Camp Leader Team, the Designated Safeguarding Lead (or Deputy DSL) or by calling the

Police. When the concern has been reported promptly and directly (as above) then record the concern using ELF.

If the **concern is not immediate**, please fill in the ELF and inform your Camp Leader Team and the Designated Safeguarding Lead (or Deputy DSL) if they are not already giving support with the situation.

If there are concerns about a Volunteer or any other adult on camp and it is felt inappropriate to report these via ELF or to your Designated Safeguarding Lead (or Deputy DSL) or Camp Leader Team, these concerns must be raised **immediately** with one of the following:

Trustees responsible for Safeguarding and Child Protection at Derby Kids' Camp:

Angelina Brett - Derby Kids' Camp Safeguarding Officer & Trustee

Telephone - 07845589832

Email - angelina@derbykidscamp.co.uk

Kerry Morby - Derby Kids' Camp Lead Trustee for Safeguarding, Volunteer Organiser and Deputy Camp Leader

Telephone - 07980917002

Email - kerry@derbykidscamp.co.uk

Cat Howourth - Derby Kids' Camp Vice Chair and Camp Leader

Telephone - 07932395563

Email - cat@derbykidscamp.co.uk

Chris Edwards - Derby Kids' Camp Chairperson and Deputy Camp Leader

Telephone - 07918054306

Email - chris@derbykidscamp.co.uk

Confidentiality, Support and Record Keeping

As an organisation, we will make every effort to maintain the confidentiality of all parties, while an allegation or concern is being investigated. We will ensure everyone involved in the investigation understands this. We will consider how best to support the children involved, their parents or carers, and individuals who have had an allegation made against them.

It's important to keep a clear and comprehensive summary, using ELF, of all allegations that have been made, details of how allegations have been followed up and investigated and decisions made about the allegation and actions taken.

As we provide regulated activities with children, we have a legal duty to refer anyone who has either left the organisation or have moved to a role which does not involve regulated activity. In view of the fact that they harmed or might have been at risk of harming a child, regardless of whether the person was dismissed, moved roles, or left of their own accord, a referral should be made to the relevant disclosure and barring agency. Failure to do this is a criminal offence.

Information for Parents

We want this organisation to be a safe place for children. We have a Safeguarding and Child Protection Policy and Procedures in place. You can ask for a paper copy of this. Below is a brief summary of the key points.

We aim to keep children safe by:

- Ensuring that Safeguarding Children and Volunteers is a **priority** of Derby Kids' Camp.
- Knowing and promoting that Safeguarding and Child Protection is the responsibility of **anyone** who comes in contact with Derby Kids' Camp.
- Having a Safeguarding and Child Protection Team, including at least one Trustee responsible for Safeguarding and Child Protection, Safeguarding Officer and Designated Safeguarding Leads and Deputy DSLs on **all** Derby Kids' Camp Summer Camps, Holidays or led activities.
- Ensuring **all volunteers** are properly checked and vetted, including Enhanced DBS checks carried out.
- As an organisation, we will ensure relevant members of the team, who are involved with recruiting, will undertake Safer Recruitment training.
- Reviewing and renewing Safeguarding training regularly.
- Making sure all our activities are suitably planned, risk assessed and safe.
- Having an [Expectations for Volunteers](#) document that supports all volunteers to understand their responsibilities.
- Ensuring that **all volunteers** know what to do if they have concerns about a child and how to report them.
- Following National and Local Child Protection Procedures.

Please see the rest of the policy for further information. Please contact one of our team, if you have any concerns about any child or the behaviour of any individual involved in the organisation - Derby Kids' Camp. Safeguarding Contacts can be found below.

There is also a Safeguarding and Child Protection Complaints Procedure (see Appendix D).

Important Safeguarding and Child Protection contact details for Derby Kids' Camp

Angelina Brett - Derby Kids' Camp Safeguarding Officer & Trustee

Telephone - 07845589832

Email - angelina@derbykidscamp.co.uk

Kerry Morby - Derby Kids' Camp Lead Trustee for Safeguarding, Volunteer Organiser and Deputy Camp Leader

Telephone - 07980917002

Email - kerry@derbykidscamp.co.uk

Cat Howourth - Derby Kids' Camp Vice Chair and Camp Leader

Telephone - 07932395563

Email - cat@derbykidscamp.co.uk

Chris Edwards - Derby Kids' Camp Chairperson and Deputy Camp Leader

Telephone - 07918054306

Email - chris@derbykidscamp.co.uk

Email for Safeguarding at Derby Kids' Camp is safeguarding@derbykidscamp.co.uk

Important Contact Details for Outside Agencies

Derby and Derbyshire Safeguarding Children Partnership	Website Email: ddscp@derby.gov.uk 184 Kedleston Road, Derby, DE22 1GT
Derby City Council	Children's Social Care and the First Contact Team You may want to discuss your concerns with a Social Care worker. Our First Contact team deals with all concerns about Children and Young People across the city. Members of the team will help you to talk about the concerns you may have for a child and decide what actions may be required to make a child safe. You can contact us Monday to Friday, between 9am and 5pm. Telephone: 01332 641172 or fax 01332 643299. At all other times concerns can be discussed with Careline . Concerns which are not urgent can be raised using our online form .
Erewash Borough Council	If you need to make a safeguarding referral, you should contact Call Derbyshire (Derbyshire County Council) on 01629 533190 (at any time). This number is for referring concerns about children, young people and adults at risk. Child protection service If you believe that any child is in danger ring Call Derbyshire tel: 01629 533190 choosing the option for urgent child protection calls at any time.
Chesterfield Borough Council	If you suspect a child or vulnerable adult is at risk or is suffering from neglect or abuse please contact us on 01246 231111 or email us . Office Hours: Report concerns to specifically trained Safeguarding Link Officers on 01246 231111 Out of Office Hours: Call Starting Point on 01629 533190 or 08456 058 058 (24 hours a day, 7 days a week)
Amber Valley Borough Council	If you believe that any child is in danger ring Call Derbyshire on 01629 533190 choosing the option for urgent child protection calls at any time or contact the police by ringing their call centre number 101 (24 hours). Contacting our community safety team directly Our community safety team can be contacted directly on 01773 570222 ext 1652, or emailed at communitysafety@ambervalley.gov.uk . Please note that the extension number and email inbox is only monitored during our office opening hours .
South Derbyshire District Council	If you have a safeguarding concern, report it immediately to Call Derbyshire on 01629 533190 For concerns regarding children, visit the website of the Derbyshire Safeguarding Children Board .

	Derbyshire Police If you believe that a child or an adult is at immediate risk of harm and in need of protection then you should call the Police - 999, straight away. Alternatively if you want advice from the Police and the child or adult is not in immediate need of protection, you can call the Police on the telephone number 101. Children's Social Care in Derby and Derbyshire If you are a practitioner and wish to talk to a Social Worker about ways to engage children and families in early help and/or whether thresholds for Social Care or Early Help have been met, please ring the area where the child lives: In Derbyshire - Starting Point Consultation and Advice Service for Professionals 01629 535353. The service operates Monday to Friday from 8am – 6pm. In Derby City - Children's Services Professional Consultation Line 07812 300329. The service operates Monday to Friday 10am to 4pm. If you are concerned about a child's welfare or worried they are being abused, you should make a referral to Children's Social Care in the area where the child lives. In Derbyshire via Starting Point Telephone contact to StartingPoint 01629 533190 or via an online referral. In Derby City: Urgent referrals (by Initial Response Team) during normal working days between 9 am and 5 pm on 01332 641172. At all other times concerns can be discussed with Careline who can be contacted on 01332 956606 Remember: all telephone referrals should be followed up within 48 hours using the Derby Children's Social Care Online Referral System. Non-urgent concerns should be submitted via the Derby Children's Social Care Online Referral System. Online referrals will only be checked during normal working days between 9am and 5pm, only urgent referrals made on 01332 956606 will be responded to out of hours, on weekends and bank holidays. Please note that the link to the online referral system takes you to a 'My Account Register or login page'. To quickly access the referral form you can click on the continue without an account link, or if you prefer you can create an account prior to completing the referral form. For more information see Making a referral to Social Care procedure.
East Staffordshire Borough Council	Outside of 8:00am and 5:30pm contact Staffordshire County Council's Emergency Duty Service on 0345 6042886. Phone: 0300 111 8007 and select option 1. If you cannot reach us by phone, please make your enquiry online. For your information before making your enquiry you may wish to check the procedures online website for a glossary of relevant terminology. Opening times Monday to Thursday 8:30 a.m. to 5:00 p.m. Friday 8:30 a.m. to 4:30 p.m. Out of hours Outside of the hours above, or on weekends and bank holidays, please contact the Emergency Duty Team by phoning 0345 604 2886. Or contact the police by ringing their call centre number tel: 101 (24 hours per day) If you have made a verbal referral to local children's services you should follow this up with a written referral as soon as possible, ideally within 48 hours

Starting Point	Derbyshire – Starting Point Consultation Service: 01629 535353 Derbyshire Call Derbyshire (Starting Point): Tel: 01629 533190 24/7, 365 days per year All other requests for support for children and their families use an on-line referral form www.derbyshire.gov.uk/startingpoint City First Contact Team Tel: 01332 641172 Derby City – Children’s Services Consultation Line: 07812 300329
Children’s Social Care URGENT Referrals (out of hours)	Derbyshire – Call Derbyshire – 01629 532 600 Derby City – Careline – 01332 786 968 / DCCCarelinesecure@derby.gov.uk
Children’s Social Care URGENT Referrals (working hours)	Derbyshire – Starting Point: 01629 533 190 Derby City – First Contact Team: 01332 641 172
Children’s Social Care Non-Urgent	Derbyshire- https://www.derbyshire.gov.uk/social-health/children-and-families/support-for-families/starting-point-referral-form/starting-point-request-for-support-form.aspx Derby City – https://myaccount.derby.gov.uk/en/service/report_concerns_about_a_child
LADO	LADO Derby & Derbyshire (Local Authority Designated Officer- allegations against staff, volunteers, carers) Derbyshire – 01629 533190 / professional.allegations@derbyshire.gov.uk Professional.Allegations@derbyshire.gov.uk
Prevent	You can call the national police Prevent advice line 0800 011 3764, in confidence, to share your concerns with our specially trained officers. If it's an emergency, please call 999. If you see online material promoting terrorism or extremism, you can report it online. Making a Prevent referral Derby & Derbyshire www.saferderbyshire.gov.uk/preventreferral Derbyshire Prevent Team: 0300 122 8694 Contact the lead officer for Prevent at Derbyshire County Council DCC Prevent Lead: 01629 538473
Police	Emergency: 999 Non-emergency: 101
NSPCC	National Helpline: 0800 800 5000 Childline: 0800 11 11 Email help@nspcc.org.uk or submit our online form Due to an increase in demand across our service, our voice Helpline is currently operating between the hours of 10am-4pm on Monday to Friday. However, you can email help@nspcc.org.uk at any time. It’s free and you don’t have to say who you are. If you think a child is in immediate danger, please call the police on 999 straight away.

As an organisation, we are committed to reviewing our Safeguarding and Child Protection Policy and good practice annually, by adapting to changes at a national and local level, made by the Department for Education (DfE) and Derby and Derbyshire Safeguarding Children Partnership.

This policy was last reviewed on: March 2024

Signed:

Print:

Appendix A

Physical Abuse

The physical signs of abuse may include, but are not limited to:

- Unexplained bruising, marks, or injuries on any part of the body
- Multiple bruises - in clusters, often on the upper arm, outside of the thigh
- Cigarette burns
- Human bite marks
- Broken bones
- Scalds, with upward splash marks.
- Multiple burns with a clearly demarcated edge

Changes in behaviour that can also indicate physical abuse, but are not limited to:

- Fear of parents being approached for an explanation
- Aggressive behaviour or severe temper outbursts
- Flinching when approached or touched
- Reluctance to get changed, for example in hot weather
- Depression
- Withdrawn behaviour
- Running away from home

Emotional Abuse

Changes in behaviour which can indicate emotional abuse include, but are not limited to:

- Neurotic behaviour e.g. sulking, hair twisting, rocking
- Being unable to play
- Fear of making mistakes
- Sudden speech disorders
- Self-harm
- Fear of parent being approached regarding their behaviour
- Developmental delay in terms of emotional progress

Sexual Abuse

The physical signs of sexual abuse may include, but are not limited to:

- Pain or itching in the genital area
- Bruising or bleeding near genital area
- Sexually transmitted disease
- Vaginal discharge or infection
- Stomach pains
- Discomfort when walking or sitting down
- Pregnancy

Changes in behaviour which can also indicate sexual abuse include, but are not limited to:

- Sudden or unexplained changes in behaviour e.g. becoming aggressive or withdrawn
- Fear of being left with a specific person or group of people
- Having nightmares
- Running away from home
- Sexual knowledge which is beyond their age, or developmental level
- Sexual drawings or language
- Bedwetting
- Eating problems such as overeating or anorexia
- Self-harm or mutilation, sometimes leading to suicide attempts
- Saying they have secrets they cannot tell anyone about
- Substance or drug abuse
- Suddenly having unexplained sources of money
- Not allowed to have friends (particularly in adolescence)
- Acting in a sexually explicit way towards adults.

Neglect

The physical signs of neglect may include, but are not limited to:

- Being constantly dirty or 'smelly'.
- Constant hunger, sometimes stealing food from other children.
- Losing weight or being constantly underweight.
- Inappropriate or dirty clothing.

Neglect may be indicated by changes in behaviour which may include, but are not limited to:

- Mentioning being left alone or unsupervised.
- Not having many friends.
- Complaining of being tired all the time.
- Not requesting medical assistance and/or failing to attend appointments

Appendix B

Guidance for Volunteers

This organisation believes that **everyone** has a responsibility to safeguard children from harm. Please read this policy carefully. It will tell you what you need to know to safeguard children. **All** volunteers are expected to follow this guidance.

Please also read:

- [Expectations for volunteers](#) (see separate document).
- [‘What To Do If You're Worried A Child Is Being Abused: Advice for Practitioners 2015’ \(Dept of Education\)](#)

You **must** follow the advice given in the documents above. If there is anything that you do not understand or feel unable to comply with, please talk to the Designated Safeguarding Lead (or Deputy DSL), Safeguarding Officer or the Lead Trustee for Safeguarding, at the **earliest** opportunity.

Please attend any training and activity planning meetings that you are invited to.

Make sure you know what to do if a child makes a disclosure or you suspect that they are being harmed.

All Volunteers **must** inform the Designated Safeguarding Lead (or Deputy DSL), Safeguarding Officer or Lead Trustee for Safeguarding if they:

- Are charged with a criminal offence involving a child, violence, breach of trust or a criminal offence relevant to their duties, for example driving offence if they are driving as part of their duties.
- Have been or are being investigated by any authority due to concerns that they may have had involvement in causing harm to a child.
- Are diagnosed with any medical condition that may affect their ability to carry out their role with children safely, for example psychotic illness.

When dealing with a disclosure, key points are:

DO NOT

- Carry out your own investigation by talking to parents or carers etc...

- Put words in any child's mouth, by asking direct questions such as “Did your dad do it?”
- Inform parents/carers before consulting with the Designated Safeguarding Lead (or Deputy DSL), SO or Lead Trustee for Safeguarding.
- Ignore your worry.

Please remember - It could always happen here.

DO

- Ask open-ended questions, to clarify your concern e.g. “What happened to your arm?”
- Listen to the child.
- Take action, by reporting the concern to your Designated Safeguarding Lead (or Deputy DSL) at the earliest and safest opportunity.

Please remember even something you think might be nothing or a small concern, report it. All information helps to build a bigger picture of the child's life.

At Derby Kids' Camp, everything we do is with the child's best interests at heart.

Appendix C

Reasonable Force

When using reasonable force, this is in line with national guidelines (*see below*) and considers individual children's needs and risk management, including knowledge gained from home visits.

[Human Rights Framework - Restraint](#)

“Children - When a decision is being made on whether and how to restrain a child:

- 1) *Their best interests must be a primary consideration. This does not mean that the child's best interests automatically take precedence over competing considerations, such as other people's rights, but they must be given due weight in the decision to restrain.*
- 2) *Children are developing physically and psychologically which makes them particularly vulnerable to harm. The potentially serious impact of restraint on them will require weighty justification.*
- 3) *Techniques intended to inflict pain as a means of control must not be used.*

A person entrusted with the care of a young child may be required to restrict the child's action to ensure their welfare and safety. If the restraint is consistent with ordinary acceptable parental restrictions upon the movements of a child of that age and understanding this will generally be lawful.”

[Use of Reasonable Force Advice](#)

Appendix D

Safeguarding and Child Protection Complaints Procedure and Whistleblowing

The persons responsible for managing complaints are the Derby Kids' Camp Trustees. In the event of the complaint being against a Trustee, then complaints will be managed without that individual's involvement. If a complaint leads to any suspicion that a criminal offence may have been committed against a child, the complaint should be referred to Derby City Council / Derbyshire County Council Children's Services, LADO and the Police. A complaint that leads to a suspicion of abuse of a child, that does not seem to be a criminal offence, should be referred to Derby City Council / Derbyshire County Council Children's Service and LADO, and they will refer to the Police if needed. LADO procedures should be followed by all organisations providing services for children, carers or volunteers who work with or care for children. Common sense and judgement should be applied when dealing with allegations. Full details of the local arrangement about managing allegations are set out in the Derby and Derbyshire Safeguarding Children Procedures, located at: www.derbyshirescb.org.uk.

Every Local Authority has a statutory responsibility to have a Local Authority Designated Officer (LADO) who is responsible for coordinating the response to concerns that an adult who works with children may have caused them harm. **Note:** If it is an extremely serious allegation (E.g. current injury, risk of losing forensic evidence, imminent danger to child/public/staff, crime ongoing etc.) First contact the Police and then the LADO. Other matters may need to be referred to the local Police Station, such as theft. Once the complaint has been investigated, the responsible person will meet with the complainant to tell them the outcome of the complaint and what action, if any, is open to them, if they do not agree with the outcome.

Whistleblowing

Whistleblowing is when someone reports wrongdoing on the basis that it is in the public interest for the wrongdoing to be brought to light. This is usually something they've seen at work, but not always. The wrongdoing might have happened in the past, be happening now, or be something the whistleblower is concerned may happen in the near future (Gov.uk, 2019). The NSPCC Whistleblowing Advice Line offers free advice and support to professionals with concerns about how Child Protection issues are being handled in their own or another organisation. You can contact the Whistleblowing Advice Line on: [0800 028 0285](tel:08000280285) or help@nspcc.org.uk

Contact the Whistleblowing Advice Line if:

- Your or another organisation doesn't have clear safeguarding procedures to follow.
- Concerns aren't dealt with properly or may be covered up.
- A concern that was raised hasn't been acted upon.
- You are worried that repercussions are likely to arise if you raise a concern.

This applies to incidents that happened in the past, are happening now, or may happen in the future.

Please see separate DKC Whistleblowing Policy for full information relating to Derby Kids' Camps organisational Whistleblowing procedures.

Appendix E

The Seven Golden Rules for sharing Information

- Remember that the UK General Data Protection Regulation (UK GDPR), Data Protection Act 2018 and human rights law are not barriers to justified information sharing, but provide a framework to ensure that personal information about living individuals is shared appropriately.
- Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
- Seek advice from other practitioners, or your information governance lead, if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
- Where possible, share information with consent, and where possible, respect the wishes of those who do not consent to having their information shared. Under the UK GDPR and Data Protection Act 2018 you may share information without consent if, in your judgement, there is a lawful basis to do so, such as where safety may be at risk. You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be clear of the basis upon which you are doing so. Where you do not have consent, be mindful that an individual might not expect information to be shared.
- Consider safety and well-being: base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.
- Necessary, proportionate, relevant, adequate, accurate, timely and secure: ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely (see principles).
- Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what Purpose.

Taken from [Information Sharing: Advice for practitioners providing Safeguarding services to children, young people, parents and carers \(2018\) HM Government](#)