

# Acclimatize Safeguarding Children and Vulnerable Adults Policy

For use by our staff, freelance instructors, professional associates and customers working with children and vulnerable adults

## Contents

Introduction	
Scope of policy	
Safeguarding – what it means to us	
Safeguarding –key contacts	
How Acclimatize will implement this policy	
The policy – what to do?	
Allegations against staff	
Acclimatize Safeguarding Form	
Useful contacts	

It's the experience that makes the difference!

## Introduction

This document has been compiled to aid school visits co-ordinators and party leaders, satisfy the necessary Safeguarding requirements during the planning and delivery stages of proposed visits and as a living policy document for members of instructional staff.

Acclimatize is an independently owned outdoor adventure activities provider. Since its conception in 1999 it has delivered client focussed activities in a number of different frameworks & styles.

Listed below are examples of our main user groups and the context in which Acclimatize is able to construct meaningful programme delivery.

Educational courses are frequently designed to achieve a pre-determined set of learning outcomes in order to satisfy funding criteria or national curriculum objectives. Examples include building self-confidence, developing positive self-image working with others, developing team skills and raising motivation.

Youth organisations and social groups often require adventure activity provision of a more experiential nature. We positively support recreational activities and value the benefits of play.

Private and public sector teams use our services for team development, conference support, rewarding success and also as a vehicle for developing leaders and management.

Independent clients come to us for a number of reasons including Guiding (to achieve a sporting or expedition goal), Coaching, Technical Skills Tuition and National Governing Body Training & Assessment

During more recent years since 1999, concentrated efforts have been made to incorporate team-working skills into the delivery of all activities, as the identity and the ethos of our brand becomes more clearly understood by its instructors and the end user.

Typically the adventurous activities provided are in an outreach context and as such we provide for two main types of client group.

Non Resident: Client groups travelling in to the Peak District area for single day/s.

Residential: Client groups who are resident in the nearby area. Resident groups usually source their own accommodation.

## Scope of Policy

This document has been compiled to aid school visits co-ordinators and party leaders, satisfy the necessary Safeguarding requirements during the planning and delivery stages of proposed visits and as a living policy document for members of instructional staff.

The policy relates to all our activities that involve Acclimatize staff, visiting groups and anyone representing Acclimatize who come into contact with children and vulnerable adults.

Throughout our activities Acclimatize staff may come into contact with clients who are vulnerable. This may be because of their age, gender, social circumstances, a disability (physical or mental), cultural, issues of exploitation, or racial background.

Acclimatize recognises our responsibility to ensure that anyone we come into contact with are not harmed through that contact. We will take reasonable steps to ensure the safeguarding of children and vulnerable adults, and will act according to our legal duty to ensure this happens.

## Safeguarding – what it means to us

Safeguarding means:

- We have a responsibility to keep children (under 18's) and vulnerable adults safe
- We will take appropriate action if we become aware of any concerns about the safety of a child or vulnerable adult.

Any concerns will be raised as soon as is practicable to the Directors as outlined by the procedures in this policy.

## Safeguarding – key contact details

Daryl Godfrey – Director  
*86 Morledge, Matlock, DE4 3SD*

Sam Mitchell – Director  
**Contact details**

## How Acclimatize will implement this policy

All persons working for Acclimatize, whether paid or voluntary, will have a responsible adult who represents the group with them during the activities. Acclimatize does not support or advocate lone worker situations as this subjects its staff to unnecessary risks and vulnerabilities.

All Acclimatize staff will be made aware of the procedures to report matters of a Safeguarding concern and will be provided with the support required to follow these.

All Acclimatize direct contact\* staff will have undergone a DBS check, which will be current. Anyone who does not have a current DBS will be accompanied by a staff member who has.

All Acclimatize direct contact\* staff will have a current first aid certificate. Anyone who does not have a current first aid certificate will be accompanied by a staff member who has.

All Acclimatize staff will be required to read and understand this policy, and acknowledge this by signing **a Safeguarding Policy Implementation**

Anyone found to be in breach of this policy will be subject to disciplinary measures. Usually this means they will fail to be employed in free-lance capacity.

Acclimatize accepts its legal duty to respond to Safeguarding issues and any breaches by its staff in applying this policy.

Any Safeguarding issue will be reported to the appropriate authorities, and we will retain a full record of any reported incidents or suspicions, outlining the actions we took, who it was passed onto and any resulting information received afterwards.

*\*Direct Contact meaning they work directly with the client groups*

## **The Policy: What to do?**

Acclimatize staff are actively encouraged to challenge any abusive, bullying or negative behaviour which will detriment the participation, enjoyment and general well-being of any of its clients.

If Acclimatize staff suspect a Safeguarding issue they will make the staff/responsible adult accompanying the group aware of their concerns. They will also make a Director aware. At the earliest reasonable opportunity the staff member will note the incident on the Acclimatize Safeguarding Form.

If the concern involves the accompanying member of staff/responsible adult, then the Acclimatize staff member will verbally report the incident to a Director at the earliest possible opportunity. The Director will complete the Acclimatize Safeguarding Form and offer relevant advice to the Acclimatize staff member.

If needed, and possible, a Director will pay a visit to the activity site to support the Acclimatize staff member.

Any incident reported will be passed onto the organisation that booked the activity, who will receive a copy of the completed Acclimatize Safeguarding Form. There is an expectation that the booking organisation will feedback to Acclimatize.

The Acclimatize staff member and the Director will be expected not to share any details of the incident with anyone except the appropriate authorities.

The Director/s will seek legal advice if necessary and will report any immediate danger to the child or vulnerable adults to one or more of the following:

- the relevant booking organisation,
- police,
- local authority children/vulnerable adult service/school
- Local Authority Designated Officer.

The Directors will keep all such reported incidents and any information relevant to them secure in a locked cabinet.

## Allegations against staff

All references to “staff” should be interpreted as all paid and voluntary staff, instructors and professional associates of Acclimatize.

These procedures apply when an allegation against a member of Acclimatize staff has been made if they have:

- Caused a concern that their behaviour has harmed or may have harmed a child or vulnerable adult
- Caused a concern that they may have committed a criminal offence against a child or vulnerable adult
- Caused a concern that their behaviour poses a risk of harm to a child or vulnerable adult

Concerns should be considered in the following areas:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect
- Inappropriate conduct outside of work
- Inappropriate relationships between staff & clients

Any such concerns should be reported firstly to a Director. The Director will complete the Acclimatize Safeguarding Form.

If sufficient concern is raised and enough evidence is gathered then a Director will consider informing the Local Authority Designated Officer (LADO), the employer, (if not Acclimatize) in order to assess any implications for the clients the person has working contact with.

## Acclimatize Safeguarding Form

PERSON REPORTING INCIDENT	
NAME	
POSITION	
ORGANISATION	
CONTACT PHONE NO.	
THE CHILD OR VULNERABLE PERSON INVOLVED	
NAME	
DATE OF BIRTH	
ADDRESS	
PHONE CONTACT	
RELEVANT DETAILS (known vulnerabilities)	
GUARDIAN NAME	
GUARDIAN ADDRESS	
GUARDIAN CONTACT NO	
DETAILS OF INCIDENT	
DATE	
TIME	
LOCATION	
WHAT HAPPENED?	
ACTIONS TAKEN	

It's the experience that makes the difference!

## USEFUL NUMBERS & CONTACT DETAILS

Agency	Derby	Derbyshire
Children's Social Care	<p>All enquiries should be directed to the <b>First Contact Team</b>  <b>Tel:</b> 01332 641 172  <b>Fax:</b> 01332 641 097            (during normal working days between 9am and 5pm)  <b>Written referrals should be sent to:</b>            Reception Services            Ashtree House            218 Osmaston Road            Derby            DE23 8JX  <b>At all other times contact Careline to discuss any concerns - see below for contact details</b></p>	<p><b>ALL TELEPHONE ENQUIRIES should be directed to:</b>  <b>CALL DERBYSHIRE</b>  <b>Tel:</b> 01629 533 190  <b>Fax:</b> 01629 533 295  <b>Minicom:</b> 01629 533 240  <b>Written referrals should be sent to the appropriate district office</b>  <b>High Peak</b>            Talbot Street            Glossop            SK13 9DG  <b>Or</b>            Kents Bank Road            Buxton            SK17 9HJ  <b>Chesterfield</b>            West Street            S40 4TZ  <b>Bolsover and N E Derbyshire</b>            High Street            Clay Cross            Chesterfield            S45 9JB  <b>Amber Valley</b>            Long Close            Cemetery Lane            Ripley            DE5 3HY  <b>Erewash</b>            Mercian Close            Manners Industrial Estate            Ilkeston            Derbyshire            DE7 8HG  <b>South Derbyshire</b>            Swadlincote Centre            Rink House            Rink Drive            Swadlincote            DE11 8JL</p>
Out of Hours	<p><b>Careline</b>  <b>Tel:</b> 01332 786 968  <b>Fax:</b> 01332 786 965  <b>Minicom:</b> 01332 785 642</p>	<p><b>Call Derbyshire</b>  <b>Tel:</b> 01629 532 600  <b>Fax:</b> 01629 585 669  <b>Minicom:</b> 01629 585 400</p>

It's the experience that makes the difference!

Police	<b>Police Emergency 999</b> <b>Police Non-emergency 101</b> <b>Central Referral Unit</b> Butterley Hall Ripley Derbyshire DE5 3RS <b>Tel: 0300 122 8719</b>	<b>Police Emergency 999</b> <b>Police Non-emergency 101</b> <b>Central Referral Unit</b> Butterley Hall Ripley Derbyshire DE5 3RS <b>Tel: 0300 122 8719</b>
NSPCC	<b>National Helpline</b> 0808 800 5000 <b>Childline</b> 0800 11 11 <a href="http://www.nspcc.org.uk">www.nspcc.org.uk</a>	<b>National Helpline</b> 0808 800 5000 <b>Childline</b> 0800 11 11 <a href="http://www.nspcc.org.uk">www.nspcc.org.uk</a>
Childline	0800 1111 <a href="http://www.childline.org.uk">www.childline.org.uk</a>	0800 1111 <a href="http://www.childline.org.uk">www.childline.org.uk</a>
Disclosure & Barring Service	08718 727 800 <a href="http://www.disclosurebs.co.uk">http://www.disclosurebs.co.uk</a> /	08718 727 800 <a href="http://www.disclosurebs.co.uk">http://www.disclosurebs.co.uk</a> /

It's the experience that makes the difference!