

LIFEbeat Child Protection Policy: LIFEbeat Camps

Part 1. Introduction

It is the policy of LIFEbeat to ensure that every young person who is involved with LIFEbeat is provided with a safe and supportive environment and that they are protected from physical, sexual and emotional abuse and neglect whilst on any LIFEbeat programme.

1.1 Key principles underwriting this policy

1. The Children Act 1989 and the UN Convention on the rights of 'a child' define 'a person is a child until their 18th birthday'. Throughout this policy, a child/children will be referred to as 'a young person'/'young people'
2. The young person's welfare is paramount. All young people whatever their age, culture, ability, gender, language, racial origin, religious belief and / or sexual identity have the right to protection from abuse.
3. All suspicious incidents and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
4. All incidents and allegations will be logged and stored in a confidential place.
5. Adults working with young people are also provided protection and are aware of the best practice so they can be protected from wrongful allegations.
6. LIFEbeat recognises the statutory responsibility of Social Services to ensure the welfare of young people and it is committed to working with the appropriate Child Protection agencies and to comply with their procedures.

1.2 Supplementary policies and documents

This policy is supplemented by more in-depth guidance provided by:

LIFEbeat Staff Manual 2016

LIFEbeat Social Media Policy (1.9)

1.3 Policy review

It is agreed that this Child Protection Policy will be reviewed annually by the CEO and LIFEbeat Trustees

Part 2. Guidelines, policies and procedures

LIFEbeat has created several policies and procedures designed to prevent abuse taking place on any of their programmes. These include:

1. Enhanced Disclosure Barring Service check
2. Careful selection, training and supervision of staff and volunteers (both before and during camp)
3. Youth referrals from youth organisations
4. Camp staff manual (including definitions of abuse as contained in 'Working Together 2017')
5. Procedure for reporting suspected abuse

6. Staff and Volunteer Code of Conduct
7. Procedure for visitors to camps and other LIFEbeat programmes.
8. No post-camp contact with young people for staff

2.1 Enhanced DBS check

All LIFEbeat Staff, Volunteers, Programme Partners, Trustees and Employees are required to have an Enhanced DBS check. LIFEbeat processes an Enhanced DBS check for all new staff and volunteers, and does not rely on any existing documentation that they may already have.

LIFEbeat is an inclusive organisation and strongly commends anyone who has been through challenges in their life and has overcome them and in doing so can inspire others. We do, however, also reserve the right to refuse a staff member a place at camp if any issues are highlighted on their DBS check which indicate a cause for concern. These decisions are not made out of judgement of others and are made solely to create maximum safety for the young people we serve and to protect the integrity of LIFEbeat as a whole.

2.2 Staff training and recruitment

The normal recruitment process for new staff and volunteers includes attendance at a 2-day introductory Creative Practice training weekend before their application is considered. This serves the dual purpose of providing a thorough introduction and experiential training in the principles and practices underlying LIFEbeat's work, and also provides an opportunity for LIFEbeat staff to assess the suitability of potential new staff and volunteers.

This training is followed up by a 1 or 2 day camp specific training for all camp staff and volunteers. This is mandatory to attend.

Where staff are put forward by a partner organisation, e.g. to accompany a group of referrals, the staff member will still be interviewed, and a new Enhanced DBS check will be processed by LIFEbeat before accepting them on any programme. This will be supplemented by training as required to bring the new staff member up to speed and integrate them with the rest of the LIFEbeat staff.

When LIFEbeat are working in partnership with another organisation they will ensure that all of the guidelines outlined in this document apply equally to all of the staff members within the partner organisation. They will also outline all responsibilities for each partner organisation for the duration of the camp or programme.

2.3 Youth referrals

Young people access LIFEbeat programmes through a range of referral organisations, including partner schools, youth organisations, and statutory youth services. In each case referrals are considered on a case by case basis in order to ensure that the programme is best placed to serve the individual's needs and circumstances. This will be done through referral meetings or conversations with a named contact at the referring organisation. This contact will then be the point of contact for any follow up regarding that young person, including any Safeguarding concerns, after the programme is finished. Each youth referral (where possible) will come with an accompanying statement about the young person and any additional behavioural or support needs they have)

2.4 Staff training onsite

At least one full day of on-site training with the whole staff team immediately preceding each summer camp ensures that all staff are familiar with the key safeguarding principles outlined in the Staff Manual and below.

2.5 Camp Staff Manual

All staff, volunteers and trustees are provided with a comprehensive LIFEbeat Staff Manual, which is updated annually. This contains detailed guidelines and stipulations on safeguarding young people at camp, including:

1. Information on types of youth/child abuse
2. Common Indicators of Youth abuse
3. Confidentiality policy
4. Youth disclosure procedure
5. Safe boundaries advice between adults and youth
6. Expected code of conduct for all staff
7. Contact with youth post camp policy
8. Staff responsibility to youth policy
9. Risk management and health and safety around youth
10. Dealing with challenging youth policy and advice
11. Sending youth home from camp policy
12. Escalation policy and reporting procedures

2.6 Youth disclosure procedure

Disclosures that require legal follow-up are described in depth in the Staff Manual. If a young person makes such a disclosure, the following procedure must be followed:

1. The adult receiving the disclosure must immediately notify the named Safeguarding Lead on the camp staff team (usually the Camp Director)
2. The Safeguarding Lead will discuss this with the reporting adult staff member to obtain details before talking to the young person in question.
3. The young person will then be asked to make the same disclosure in the presence of the original reporting adult and the Safeguarding Lead.
4. The Camp Manager (or CEO Lucy Sicks, or other independent observer) must be present to ensure no bias in any reporting and to take note of the facts.
5. Depending on the nature of the disclosure, the Camp Director or Lucy Sicks will then contact the appropriate legal body to make a formal report.

2.7 Staff Code of Conduct

All Staff are required to follow a code of conduct whilst working on a LIFEbeat programme:

- No sexual contact with youth.
- Rule of three or more (never be alone with a youth out of sight of another person).
- Not to show favouritism to any one young person
- Avoid physical contact that may be misinterpreted.
- Do not allow youth into their sleeping space.
- Do not go into a youth's tent (except in the case of an emergency).
- Do not allow nudity.

- Don't keep secrets with youth.
- Establish clear physical boundaries.
- Do not trade massages with youth. (If there is a massage class, youth should massage youth, the leader should massage an adult.)
- Avoid swearing.
- Refrain from use of alcohol or drugs.
- Do not discuss their sex life or sexual activities.
- Avoid expressing affection that cannot be observed by others.
- When youth are dressing, staff are to avoid staring, taking pictures or commenting on the youth's or others' bodies.
- Use and model appropriate limit-setting for affection.
- Use informal monitoring. Staff to inform Safeguarding lead if another staff member exhibiting suspicious behaviour.
- Give an A-frame hug (only hug under the initiation of the young person)
- Dress appropriately – no excessive revealing of skin for men and for women and no offensive remarks on t-shirts
- No personal contact with young people either by phone, email or social networking sites or meeting up outside of the LIFEbeat programme remit
- Do not give lifts to young people in your car (unless agreed on the camp by the LIFEbeat management team)
- Establish a caring but professional set of boundaries with young people

2.8 Visitors to Camp

LIFEbeat welcomes sponsors, friends, and supporters to visit camps in a managed and safe environment. All visitors receive a welcome/guidelines letter before their visit and are accompanied by a DBS checked member of camp staff at all times during their visit.

2.9 Post-camp contact between staff and youth

The safest way for staff to stay in touch with young people who they have met at camp is through ongoing LIFEbeat activities or through the activities of another youth or community programme.

In any case, **staff and volunteers must not initiate independent contact with young people that they have met at camp until that young person is 20 years old** (and therefore eligible to apply to join the camps as staff) **and that that young person is not then considered to be a vulnerable adult** (irrespective of their age).

Further guidance and non-negotiables regarding contact on online social networking sites are outlined in detail in the LIFEbeat Social Media Policy (1.8)

Part 3. Dealing with suspected abuse



LIFEbeat’s procedures for dealing with suspected abuse of trust by staff members/volunteers and/or by young people:

In the creative, heart-centred atmosphere of LIFEbeat, young people often want to talk about issues they face in their lives. Through talking they gain new perspective and support for making positive changes and choices. It’s very important for staff to understand that confidentiality is one aspect of a youth’s right to privacy. LIFEbeat recognises that the following exceptions apply and that they have a legal responsibility to report to social services:

- When a youth is at risk or harm to themselves or others
- When a youth is being abused, neglected, or exploited.

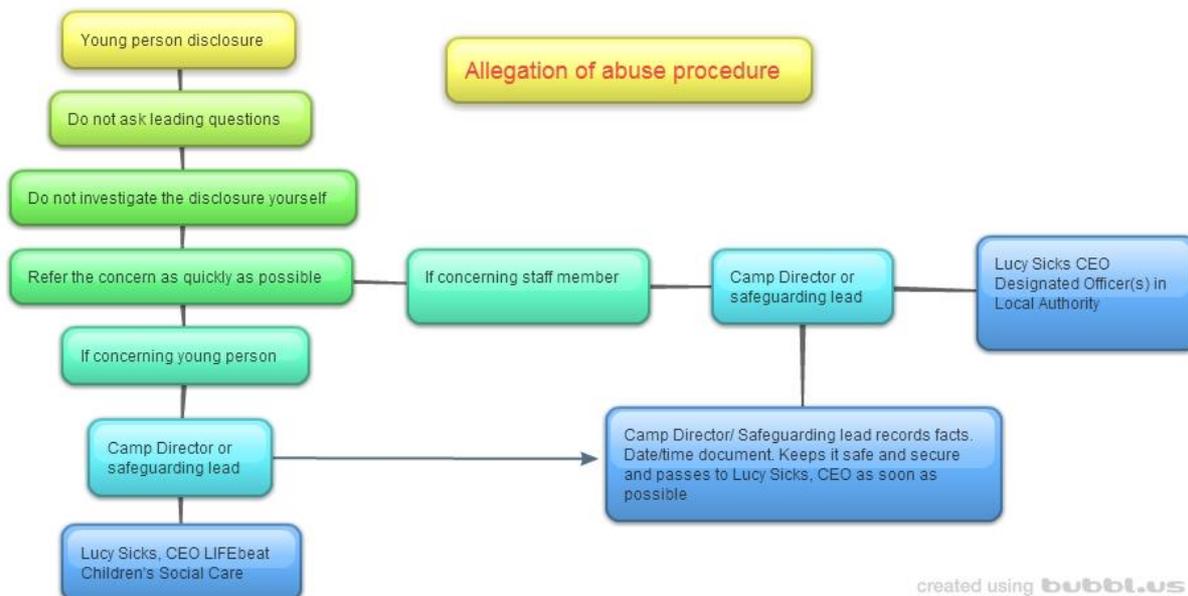
In the case of abuse against a young person the Safeguarding lead will seek advice from the local Social Services department.

Allegations against a staff member

Any allegations (or concerns) of abuse against a staff member, volunteer or young person are taken extremely seriously and are reported straight away to the LIFEbeat Safeguarding lead. In the case of an allegation of abuse against a staff member the Safeguarding lead will discuss the case with a Designated Officer (based within the Local Authority) and will be instructed on how to proceed further.

If the allegation is made against the person designated as the safeguarding lead then the issue must be discussed with Lucy Sicks, CEO LIFEbeat.

If the allegation is made against Lucy Sicks, CEO then the issue must be discussed with the LIFEBeat Board of Trustees.



created using **bubbl.us**

Whatever the nature of the complaint, it will be kept confidential. All staff has been advised that they must not discuss the disclosure with any individual or party other than those identified in the above procedure. Allegations of abuse will be kept securely on file with LIFEbeat for the period of 6 years following the date of the allegation.

LIFEbeat Designated Safeguarding Leads:

Lucy Sicks: LIFEbeat CEO: 07770 440453

Children's Social care department Leicestershire (for Stanford Hall camps)

Contact: Children's Social Care Enquiries

Telephone: 0116 305 0005

Children's Social Care Out of Hours: - 0116 305 0005

E-mail: childrensduty@leics.gov.uk

Children's social care department Devon (for Embercombe camp)

Tel: Multi-Agency Safeguarding Hub (MASH) on 0345 155 1071

Email: mashsecure@devon.gcsx.gov.uk and give as much information as you can.

Outside office hours, 5pm to 9am and at weekends and public holidays, please contact their Emergency Duty Service on 0345 600 0388.

The LIFEbeat Child Protection policy will be reviewed annually.

Date: February 2017

Lucy Sicks, CEO LIFEbeat

Annual review date: February 2018