



# **Up & Under Adventures**

**Protection of children, young people, and vulnerable  
adults Safeguarding Policy**

If you require this document in an alternative format, please contact 07540 451379 or email [info@upandunderadventures.com](mailto:info@upandunderadventures.com)

## **Protection of children, young people, and vulnerable adults Safeguarding Policy**

Designated Safeguarding Lead (DSL): Robert McGrady, 68 Savoy Court, Calne, Wiltshire, SN119RQ

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### **Of interest to:**

- Up & Under Adventure Staff, indicated as (UUA) from herein.
- Sub-contractors
- Parents
- Clients

### **Policy on safeguarding children, young people & vulnerable adults.**

- ✓ The welfare of the child, young person and/or vulnerable adult is paramount. Within the context of this policy 'child' and 'children' can also be taken to cover, young people and/or vulnerable adult(s).
- ✓ All children whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity, have the right to protection from abuse.
- ✓ All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately. A child is defined as a person under the age of 18 years (Section 17, The Children Act 1989).

### **Introduction**

Child abuse is a term used to describe ways in which children are harmed, usually by adults and often by people they know and trust. It refers to the damage done to a child's physical or mental health. Children and young people can be abused within or outside their family, at school or in a sports or community environment. Vulnerable adults may also be subject to similar abuse.

- ✓ UUA, including its subsidiary companies/contractors, value children and their protection.
- ✓ UUA wants to safeguard children, young people, and vulnerable adults on activities.
- ✓ UUA wants to fulfil its duty of care and provide a safe training or work environment.
- ✓ UUA wishes to give clear direction to staff in situations that may be distressing.
- ✓ UUA wishes to address and reduce any harm to which a child, young person, or vulnerable adult is being or may be subjected.
- ✓ UUA has a responsibility to promote a culture of effective safeguarding within its organisation.

UUA staff do not have responsibility or contact with children or young people on a regular basis. However, UUA wishes to have a policy to cover those situations where its staff or associates do have contact with children and/or young people. This contact may be direct or indirect.

UUA staff should never be left on their own with children and/or young people and will withdraw their services rather than find themselves in this situation. It is the responsibility of the DSL to provide an environment where UUA staff can carry out their duties without the likelihood of finding themselves left alone with children and/or young people.

### **Policy for staff**

Wherever staff are required to have contact with children, UUA will only recruit or appoint staff who are deemed suitable to work with children, based on their declarations of unspent and exempt convictions, in accordance with the Rehabilitation of Offenders Act, 1974. This will be checked via the Disclosure and Barring Service.

UUA staff working with children will be issued with a copy of this policy. Any member of UUA staff found in breach of the guidance will be subject to disciplinary procedures in accordance with national law.

### **Policy for reporting**

UUA staff will not undertake any investigations itself, referring evidence instead to the appropriate authorities, such as:

- Local Authority Designated Officer (LADO)
- Child Social Services
- The Police

UUA will work with the relevant authorities when reporting any concerns and/or initiating a Section 47 enquiry and will refer to the Local Authority Threshold documentation when working with authorities.

If UUA is not satisfied that a report and/or concern has not been appropriately dealt with, then UUA will follow the Local Authority Escalation Process to ensure an appropriate response has been made.

UUA designated safeguarding Lead (DSL) may make preliminary enquiries, where work experience placements are involved, in consultation with the child's school. The school has principal responsibility for dealing with child protection issues and will involve the appropriate authorities.

UUA and its subsidiaries will maintain a full record of any reported incidents or suspicions, including the procedures followed, the feedback received and to whom the case was referred. All records will be protected in compliance with the Data Protection Act 2018.

In the event of an event where a child dies and/or is seriously harmed, UUA will work with authorities in initiating a CSPR (Child Safeguarding Practice Review).

### **Policy of Reporting as a Mountain Training England Provider**

As accredited providers of the Mountain Training Rock Skills courses, UUA have a responsibility to report any concerns and reports that have invoked the UUA Safeguarding Policy, to the MTE in line with Section 6.2 of the Mountain Training England Safeguarding Children, Young People and Adults Policy.

### **Training**

- Specific training will be available for UUA staff as required.
- UUA will put staff where possible through a certificated safeguarding course. In the absence of an external certified course, UUA will provide in house training.

### **Annex A**

#### **Procedure for allegation of suspicion of abuse perpetrated by a UUA member of staff, or representative.**

- Reporting of allegations or suspicions must be through the DSL.
- The DSL will decide which relevant body (e.g. LADO, Child Social Services, the Police) to refer the case to.
- The appropriate independent person may need to be involved with any decision to re-allocate activities due to be carried out by the person under investigation before the outcome of the investigation is known.
- If a report is received from an anonymous source, the DSL will contact an appropriate independent person in confidence, sharing the evidence if appropriate, asking for a response with 5 working days. If a response is not received the DSL will follow up the referral or will contact the Social Services.
- The DSL will keep all sensitive information secure, including dates and details of the referral, the feedback received, the procedures followed the outcome of advice given by the Social Services, as appropriate.

#### **Procedure for incidents arising on UUA premises or by UUA staff.**

- Any member of UUA staff or representative who has concerns about the inappropriate behaviour of another member of staff (low Level concern) should report to the DSL with all the details immediately.
- Any member of UUA staff or representative who has concerns about the inappropriate behaviour of another member of staff who has access to any assessment materials or other

materials involving pictures or details of children should discuss their concerns immediately with the DSL.

- The member of staff/sub-contractor should consult the DSL immediately.
- The DSL will inform LADO, DBS, the police where appropriate to do so.
- Child abuse by a member of UUA constitutes gross misconduct and future work will be terminated.

## **Annex B**

### **Good practice**

Always work in an open environment avoiding private or unobserved situations and encouraging open communication

- Treating all children equally with respect and dignity.
- Always putting the welfare of each child first.
- Maintaining a safe and appropriate distance with children.
- Being an excellent role model – this includes not smoking or drinking alcohol in the company of children.
- Keep physical and professional distance.
- Be aware of the effect that your words and actions may have.
- Hand-on situations, I.E., assisting with wetsuits/harnesses must be open and in view of others.
- Ensure training and work experience providers are fully briefed on Child Protection issues and that they agree to a Child Protection policy or appropriate control measures.

### **Practices to be avoided.**

- Spending any amount of time alone with children away from others.
- Straying from the activity or specific task.
- Being unnecessarily inquisitive – only ask for what is necessary to fulfil the requirements of the activity or matter in hand.
- Saying anything that might make the child feel uncomfortable or debased.
- Saying anything that could be interpreted as aggressive, hostile, or impatient.
- Being drawn into personal conversations or introducing personal subjects.
- Sitting or standing too close to the child.
- Standing over the child or otherwise making the child feel pressured.
- Meeting other than at the pre-arranged venue.
- Exchanging personal contact details I.E., address, phone number or connection on social media.

### **Practices never to be sanctioned.**

The following should never be sanctioned.

#### **You should never:**

- Allow or engage in any form of inappropriate touching.
- Allow children to use inappropriate language unchallenged.
- Make sexually suggestive comments to a child, even in fun.
- Reduce a child to tears as a form of control.
- Allow allegations made by a child to go unchallenged or unrecorded.
- Promise a child that their confidences will be kept secret.

**All staff and contractors are responsible to protect all children and/or vulnerable adults in their charge. This includes other adults in a group. Examples could include fitting harnesses or wetsuits, camping, or an adult client being left alone with a minor.**

**Currently UUA does not hold an AALA licence and only Rock-Climbing Experience days and Indoor Climbing Sessions will potentially have persons under 18. If sub-contracting and running Coasteering, Rock Climbing, Gorge Walking an arrangement must be made regarding AALA.**

**All staff and contractors must read this policy and either sign or email confirmation of reading and understanding their responsibilities.**

**Any concern must be documented on the form below and emailed to the DSL within 24 hours of any incident or disclosure.**

**Staff contractors will submit current DBS documents and any safeguarding training evidence prior to any work with UUA.**

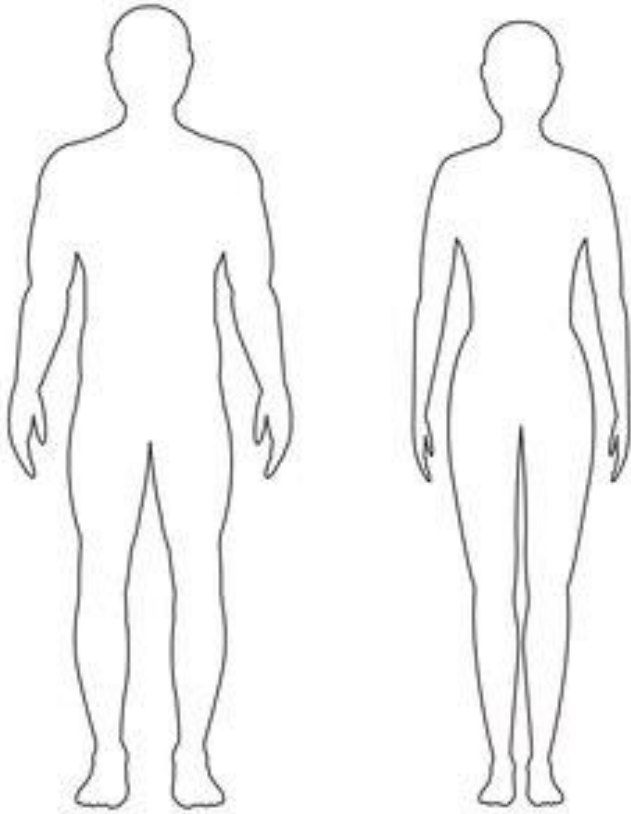
## Up & Under Adventures

### Children and Vulnerable Adults Incident Report Form

#### Confidential

<b>Reporting Instructor:</b>		<b>Date:</b>	
<b>Child/Vulnerable Adult Name:</b>		<b>Date of Birth:</b>	
<b>Contact Details:</b>		<b>Ethnicity of child/young person/adult:</b>	
<b>Date and Time Incident was discovered:</b>			
<b>How was the incident discovered:</b>			
<b>Details of incident/ concerns raised:</b> <i>(State exact language used)</i>			

**Body Map:**  
*(Please circle where appropriate when reporting inappropriate physical contact)*



**Designated Safeguarding Lead Informed (DSL)?**

**Yes**

**No**

**Date:**

**UUA understands that the discovery and reporting of any incident may cause some distress, if this is the case, would you like the opportunity to discuss this with the DSL?**

**Yes**

**No**

**For Official Use Only: For the use of UUA only. To be completed by the Designated Safeguarding Lead.**

**Action taken:**  
*(What has been done? By whom? Who has been informed?)*



<b>DSL Notes:</b>  <i>(Make sure to distinguish fact from professional opinion)</i>			
<b>Date of Report to MTE:</b> <i>(DD/MM/YYYY)</i>		<b>Reported by:</b>	
<b>Signed:</b>		<b>Date:</b>	
<b>Policy Control</b>			
<b>Name of Policy</b>	<b>Protection of children, young people, and vulnerable adults safeguarding policy</b>		<b>Issue Date: 17/06/2020 Last Updated: 04/03/2024</b>
<b>Written by</b>	<b>Robert McGrady</b>		<b>Review Date: 04/03/2025 or significant change</b>
<b>Associated Policies</b>	<b>Lone Worker Policy</b>		
<b>Policy Officer/s</b>	<b>Robert McGrady</b>		<b>Owner</b>

**Annex D: Useful Contacts**

NSPCC helpline:

0808 800 5000

[www.nspcc.org.uk](http://www.nspcc.org.uk)

ChildLine:

0800 1111

[www.childline.org.uk](http://www.childline.org.uk)

Child Protection in Sport Unit:

[cpsu@nspcc.org.uk](mailto:cpsu@nspcc.org.uk)

[www.thecpsu.org.uk](http://www.thecpsu.org.uk)

## **Additional useful contacts and Resources**

The National Children's Bureau Forum on Children & Violence:

020 7843 6309

[www.ncb.org.uk](http://www.ncb.org.uk)

Criminal Records Bureau helpline:

0870 90 90 811

[www.crb.gov.uk](http://www.crb.gov.uk)

Every Child Matters

[www.everychildmatters.gov.uk](http://www.everychildmatters.gov.uk)

National Children's Bureau

[www.ncb.org.uk](http://www.ncb.org.uk)

020 7 843 6000

Ofsted

22 Kingsway,

London,

WC2B 6SE

Sport England

[www.sportengland.org](http://www.sportengland.org)