

# **The Madness and Mayhem Trust CIO Safeguarding Policy**

(Last updated December 2024)

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# Terminology

Various terms are used in this document with specific meanings:

<b>Camper</b>	A young who has booked to attend M+M Holidays.
<b>Leader</b>	A leader is anyone on M+M Holidays who is neither a camper nor the child of a leader.
<b>Main Leader</b>	A leader who is responsible for all aspects of a week of M+M Holidays which he or she is running.
<b>M+M Holidays</b>	The name of the residential holiday operated by the CIO.
<b>Parent</b>	The parent/carer/guardian who is legally responsible for a camper / child of a leader.
<b>The Trustees</b>	The trustees of the CIO.

# 1 Overview

## 1.1 Safeguarding Statement

The Trustees of the Madness and Mayhem Trust CIO (the legal entity under which M+M Holidays operates) takes seriously their responsibility to safeguard and protect the welfare of children and young people entrusted to the care of the leaders. It is vital that safeguarding is given paramount importance, for the sake of the children and those who volunteer with children. Children and young people cannot flourish and grow in faith when they are being abused or bullied. In this way safeguarding supports our vision and our work.

### 1.1.1 What does Safeguarding Include?

A child is anyone under the age of 18. Safeguarding, promoting welfare and child protection includes the following:

- Protecting children from maltreatment.
- Preventing impairment of children's health or development.
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.
- Undertaking a role to enable those children to have optimum life chances. As part of our safeguarding responsibility, M+M Holidays is committed to:
  - Listening to, relating effectively to and valuing children and young people whilst ensuring their protection within M+M Holidays activities.
  - Having a system for dealing with complaints about M+M Holidays, including concerns about harm or abuse occurring during the event or afterwards.
  - Ensuring that volunteers are given support and training.
  - Maintaining appropriate links with statutory authorities.

M+M Holidays recognises that many children and young people today are the victims of neglect and physical, sexual, spiritual, and emotional harm and abuse. Volunteers may also have experienced abuse of some kind, either recently or as a child. Accordingly, M+M Holidays has adopted this Safeguarding Policy and related procedures.

The policy and procedures cover the following areas:

- What to do if you are worried a child/young person might have been harmed.
- Responding to formal or informal complaints and allegations of abuse, including those made against volunteers or by volunteers of M+M Holidays.
- Appointing, supporting and training volunteers of M+M Holidays.
- Supervision of activities and safeguarding good practice.
- Challenging poor safeguarding practices.
- Supporting victims of abuse.
- Working with those who may pose a risk.
- Reviewing the events, policies and procedures and learning from year to year.

### 1.1.2 Roles and Responsibilities

Safeguarding is the responsibility of everyone on a M+M Holidays holiday, not just the designated Safeguarding Officer and Main Leaders. Every leader is responsible for their own behaviour and ensuring the safety and welfare of children, young people and adults at risk both during an event and in any contact after an event. In addition, leaders are required to watch out for each other to ensure that good practice is followed. However, Main Leaders of M+M Holidays are responsible for ensuring that each member of their team understands the Safeguarding Policy and its associated procedures. The Main Leader has a summary of the policy for this purpose, but they should also familiarise themselves with the responsibilities of each special delegated role. In addition, M+M Holidays is committed to providing ongoing training for Main Leaders and Safeguarding Officers. This policy is in place to protect children and young people, but also to

protect leaders from allegations which may be unfounded. It also demonstrates our continued commitment to safety, good practice and accountability. This policy statement refers to safeguarding policies and procedures regarding the welfare and protection of children/young people including the promotion of good practice and the prevention of situations which may lead to abuse. It includes disclosures and allegations of abuse, be that physical, emotional, spiritual or sexual abuse, neglect or organised abuse. It does not include policy concerning general health & safety.

The Safeguarding Policy is subject to an annual review and, for this reason, leaders should attend safeguarding training each year.

### **1.1.3 Helping Survivors of Abuse**

If a victim or survivor of abuse (whether a camper or a leader) discloses current or non-recent abuse at a M+M Holidays it is important to listen, not to judge and not to investigate. It is important to recognise the courage shown by anyone who discloses abuse and the need to refer such concerns to the authorities, especially when the person concerned and/or others are still at risk. Leaders should always consult with the Safeguarding Officer.

### **1.1.4 Positions of Trust**

As a charity, we recognise the trust placed in our leaders by parents and campers. The Sexual Offences Act 2003 has amended legislation to include faith group leaders (found in the *Police, Crime, Sentencing and Courts Act 2022*; Section 47). Given that our leaders are with young people regularly throughout the course of an M+M Holiday they are therefore recognised as holding a position of trust.

It is therefore unacceptable for leaders to abuse their position of trust, in particular by engaging in any behaviour which might allow a sexual relationship to develop whilst the relationship of trust continues, and entering into any sexual activity with anyone under 18 on the holiday is illegal.

We consider it of paramount importance to protect the welfare of the young people in our care and protect them from sexual activity from those looking after them. Volunteers on M+M Holidays must recognise that they are in a position of trust and that they are not to abuse that relationship. This includes abuse in any contact or communications, including the making, sending or viewing of inappropriate material, either during or following an event.

All leaders have a duty to raise concerns to the Safeguarding Officer about behaviour by any volunteer which may be harmful to those in their care, or which may be negligent concerning safeguarding or safety procedures. These principles of the 'abuse of trust' apply irrespective of sexual orientation, ethnicity, gender, etc. Any volunteer with any concerns about this area (for example, if they feel they may already be in breach of our safeguarding policies) should raise them immediately with their Main Leader. Undertaking or continuing a sexual relationship whilst in a position of trust may be a criminal offence and therefore clarification should be sought.

## 1.2 Your role as Safeguarding Officer

The Main Leaders have ultimate responsibility for all matters concerning M+M Holidays, but as Safeguarding Officer you have been delegated responsibility for focusing on and ensuring that M+M Holidays operates in a way which safeguards and protects the children/young people in your care. In instances where it is appropriate for the Deputy Safeguarding Officer to manage a safeguarding incident, the same role and responsibilities are applicable. These include:

- ensuring that the team is trained in safeguarding knowledge and procedures.
- ensuring that procedures and good practice are in place and that their importance in preventing and responding to safeguarding concerns is understood.
- being the first line of reference for any leader who wishes to raise an issue or concern.

Safeguarding is not restricted to preventing actual harm but relates to any area where we need to be careful to keep children and young people 'safe from harm'. For the purposes of this role, we define the scope of safeguarding to include:

- the prevention of personal harm and abuse of all kinds, including bullying.
- the initial consideration of, and seeking advice on, disclosures or allegations of abuse.
- the prevention of drug/alcohol use during a holiday.
- enabling the positive benefits of safeguarding to be understood by all leaders as being supportive of them in their roles.
- ensuring any incident or persistent/serious breach of safeguarding procedures is considered, recorded and appropriate action taken.
- ensuring children and young people in your care feel safe.
- reporting any abuse or inappropriate behaviour between leaders and campers (or campers and campers) reported to, or witnessed by, you, and acted upon immediately. If a report is made after the holiday but concerns a relationship made during the holiday, this must be followed up immediately as per holiday guidance, ensuring that any agreed policies about the use of social media and mobile devices are implemented.

## 2 Safeguarding in Practice

### 2.1 Awareness of harm and abuse

#### 2.1.1 The wider safeguarding network

- On each M+ Holiday, the designated person with responsibility for safeguarding is the Safeguarding Officer. Your Main Leader will also appoint a Deputy Safeguarding Officer who is unrelated to you. They will be able to step in if you are either unavailable, overstretched or implicated (or related to someone who is implicated). All leaders need to be aware of who the two people with this responsibility are.
- Ensure that all leaders have had the policy and relevant procedures explained to them, and have received training on dealing with safeguarding issues.
- Main Leaders should encourage campers to talk to leaders with any concerns – e.g. their dorm leaders.
- Every safeguarding incident must be recorded at the earliest possible opportunity. Where the Safeguarding Officer requires advice on how to manage the safeguarding concern, they must contact the external safeguarding consultant and follow the recommendations given, even if these need to occur after the completion of the holiday. These actions should also be recorded on the online system. In certain circumstances, the Trustees must also be informed.

- There may be instances where the Police and/or social services will need to be informed of safeguarding concerns. We advise that the Safeguarding Officer downloads the *NHS Safeguarding* app to be able to identify the local authority relevant to the child's home address, and find contact details for the appropriate Children's Social Services Team.

### **2.1.2 A summary of 'harm' and indications of harm**

1. Harm means ill-treatment or the impairment of health or development, including, for example, impairment suffered from seeing or hearing the ill-treatment of another.
2. There are no absolute criteria on which to rely when deciding whether something constitutes harm or significant harm. Consideration of the severity of ill-treatment may include the degree and the extent of physical harm, the duration and frequency of abuse and neglect, the extent of premeditation, and the presence or degree of threat, coercion, etc.
3. Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger, for example via the internet. They may be abused by an adult or adults, or another child or children.
4. The maltreatment of children – physically, emotionally, sexually, spiritually, or through neglect – can have major long-term effects on all aspects of a child's health, development and well-being. The immediate impact and longer-term impact can include anxiety, depression, substance misuse, eating disorders and self-destructive behaviours, offending and anti-social behaviour. Maltreatment is likely to have a deep impact on the child's self-image and self-esteem, and on his or her future life. Difficulties may extend into adulthood.
5. Self-harm is when somebody intentionally damages or injures their own body. It can be an expression of overwhelming distress or communication of unmet needs. Intent varies from person to person but common themes are to relieve unbearable tension, reduce emotional distress or punish themselves. Those who habitually self-harm are likely to struggle to stop without alternative strategies to cope.

N.B. It is not the position of leaders or the Safeguarding Officer to make a judgement on the type of harm, the severity or type of abuse and its likely impact, but to simply listen, respond, seek advice and refer on to appropriate service, as needed.

### 2.1.3 Prevent Duty

In July 2015 the Prevent Duty became law, with the intention of helping to protect children and young people from the risk of radicalisation (for more information visit the [www.gov.uk](http://www.gov.uk) website).

This duty arises from the Counter-Terrorism and Security Act 2015 and requires all schools and registered early years providers (classed as 'Specified Bodies') to have due regard to preventing people being drawn into terrorism.

Whilst M+M Holidays are not a 'Specified Body' as defined within the Act, leaders should take care to be alert to any reason for concern in a child's life at home or elsewhere, and this includes awareness of the expression of extremist views. The government has defined extremism as 'vocal or active opposition to fundamental British Values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.'

Leaders should report any concerns to the Safeguarding Officer, who in turn should ensure advice is then sought from our safeguarding consultants.

## 2.2 Listening and responding to children

This section gives useful guidelines that all leaders should be aware of for all children disclosing concerns. A child is anyone under 18 years of age.

General points:

- show acceptance of what the child says
- keep calm and look at the child directly
- tell the child you will need to let someone else know – do not promise confidentiality
- even when a child has broken a rule, they are not to blame for the abuse
- be aware that the child may have been threatened or bribed not to tell
- never push for information. If the child decides not to tell you after all, then accept that and let them know that you are always ready to listen.

Helpful things you may say or show:

- I believe you (or showing acceptance)
- Thank you for telling me
- It's not your fault
- I will keep you updated with what is happening with this information
- what could I do to help you feel supported?

Don't say:

- why didn't you tell anyone before?
- I can't believe it!
- are you sure this is true?
- never make false promises
- never make statements such as "I am shocked, don't tell anyone else"

Concluding:

- reassure the child that they were right to tell you
- let the child know what you are going to do next and that you will let them know what happens
- all leaders should report their concerns to the Safeguarding Officer/Deputy first, unless they are implicated. They will seek advice from the external safeguarding consultant on how to proceed.

## 2.3 Confidentiality

### 2.3.1 When talking with a child

Complete confidentiality cannot be guaranteed by leaders to a child. If a camper promises confidentiality

to a fellow camper concerning harm and then discusses this with a leader, they must be listened to carefully and persuaded that it is in the interests of all concerned to share this further, on a need-to-know basis. Children should be advised that whilst we can't keep information 'secret', we will treat it confidentially, and only share it with people who need to know.



Any matter concerning likely harm to a child must be referred to the external safeguarding consultant and the relevant authorities. Section 2.4 outlines procedures for documenting concerns and seeking advice. The Safeguarding Officer should ensure that all volunteers are aware of these procedures so that children and young people can be kept safe from harm.

## **2.3.2 When talking with an adult**

If an adult (18+) discloses abuse, past or present, there may be several considerations:

- Mental capacity or the ability to make decisions about their safety and well-being is crucial when it comes to supporting adults. Whilst being able to respect an individual's rights to autonomy it is also important to consider their need for protection.
- Confidentiality when it comes to adults is slightly different i.e. if an adult shares that they have been abused, it will be their decision whether to report it to authorities. However, if the alleged perpetrator is in a potential position to abuse others, then the person in receipt of the disclosure may have a duty to report it. Therefore, as in the case of children, confidentiality can't be promised. Where possible, concerns should be passed to the Safeguarding Officer. If the Safeguarding Officer is concerned that an adult may have been or is in danger of being abused, they should contact the external safeguarding consultant in the first instance, who may advise a referral to Adult Social Care.
- One question for the Safeguarding Officer to discuss with the external safeguarding consultant would be whether the Main Leaders need to be informed. If the adult leader's disclosure or state of mind has the potential to impact the safe running of the holiday for campers, then Main Leaders will need to be alerted, but not necessarily to all the details.

## **2.4 In the event of a safeguarding incident or disclosure**

### **2.4.1 Thresholds for safeguarding incident or disclosure**

In the event of a safeguarding incident or disclosure, leaders should be advised to report safeguarding incidents or concerns immediately to their Safeguarding Officer.

This section serves to act as a threshold gauge, to help Safeguarding Officers on M+M Holidays to appropriately and sufficiently assess information about a range of concerns that may be presented to them by leaders and volunteers, on a holiday, before contact is made with the external safeguarding consultant.

It is important to note that an appropriate gathering and assessment of information relating to a child or young person and an associated concern(s), is important for the external safeguarding consultant to advise you robustly, appropriately, and in a meaningful way. To help achieve this, it is important to outline three key categories of types of concerns that will help address our understanding of these thresholds:

#### **Category 1 Concerns**

A category 1 concern is where there is a serious safeguarding concern/risk(s), potentially immediate, to a child/young person or an adult.

Some examples of this include:

- Disclosure/allegation of abuse: including emotional/sexual/physical/spiritual/domestic abuse and neglect; and where there is a risk of (significant) harm.
- Flight risks for concerning reasons: if in action, it'd be a police matter.
- Suicide ideation/self-harm with intent and means whilst on camp.
- Risk of (significant) harm, either immediate or time-dependent. (The question to ask is, can I safely wait before seeking advice?)
- Drug use: bringing, using and dealing drugs on a holiday – contact police immediately.
- Risk to life or death.

#### **Category 2 Concerns**

A category 2 concern is where there is a spectrum of concerns that range between welfare and safeguarding risks.

The spectrum between welfare and safeguarding issues can be characterised by the following: a recurring pattern of risk behaviours, concerns, presentation etc., the significance of the concern, and repeated frequency of concerning behaviours or incidents. This is further clarified on the 'Assessing Information' Flowchart in section 2.4.2.

Further examples of Category 2 concerns are as follows:

- Current self-harm tendencies and/or suicidal ideation, eating disorders with no support network or mechanisms in place.
- Recurring patterns of concerns or behaviours where there is a chronology of concerns, as this helps to clarify the safeguarding risk.
- Poor standard of living conditions (including housing, finances, lack of/inappropriate clothing for the weather or activity, etc).
- Medical or health concerns.
- Concerns over the guardian's response to Category 3 concerns.
- Concerns about leader conduct: issues that relate to a breach of M+M Holidays policies and safeguarding allegations made against a leader by a camper. This should be shared with the Trustees in the first instance.

### Category 3 concerns

A category 3 concern is a concern that relates to behavioural and pastoral matters.

These concerns are not obviously a safeguarding matter but are rather issues that can be expected from children/young people as part of their normal developmental experiences, which may also at times include challenging authority, routine and rules. Examples may include:

- Swearing, use of inappropriate language (sexualised language may be a behavioural concern, but it may be a safeguarding concern depending on age and context).
- Campers falling out with each other/unkind behaviour\*
- Fights
- Challenging behaviours related to additional needs\*
- Child/young person who makes threats of running away
- Bringing and consuming alcohol on the holiday
- Bereavement
- Emotional wellbeing issues
- Self-harm/suicidal ideation and mental health issues – if it is a non-recent occurrence and if it is known to the child's family and there is a support network around them (i.e. CAMHS, Social Care, GP, online support services like Kooth, YoungMinds etc.)
- Other wellbeing and welfare needs – if there is support in place for an area of concern and there is no immediate risk (suicidal ideation, eating disorder, self-harm, mental health)
- Sickness or hospital visits.

*\*These types of concerns have the potential to become safeguarding concerns if not addressed promptly, either through additional support being put in place (for example, support in line with EHC plan for a child with additional needs), or by behaviours (such as bullying/fights) being immediately addressed in line with the policy and rules of the holiday. If there is an immediate threat of a certain behaviour by the child/young person, or something has changed significantly on the holiday, then this would become a safeguarding concern.*

Unless there is new or more information concerning the above, pastoral support is an appropriate response to these concerns. alongside advice from parents/carers and agencies involved.

In light of the categories above, here are key questions to remember:

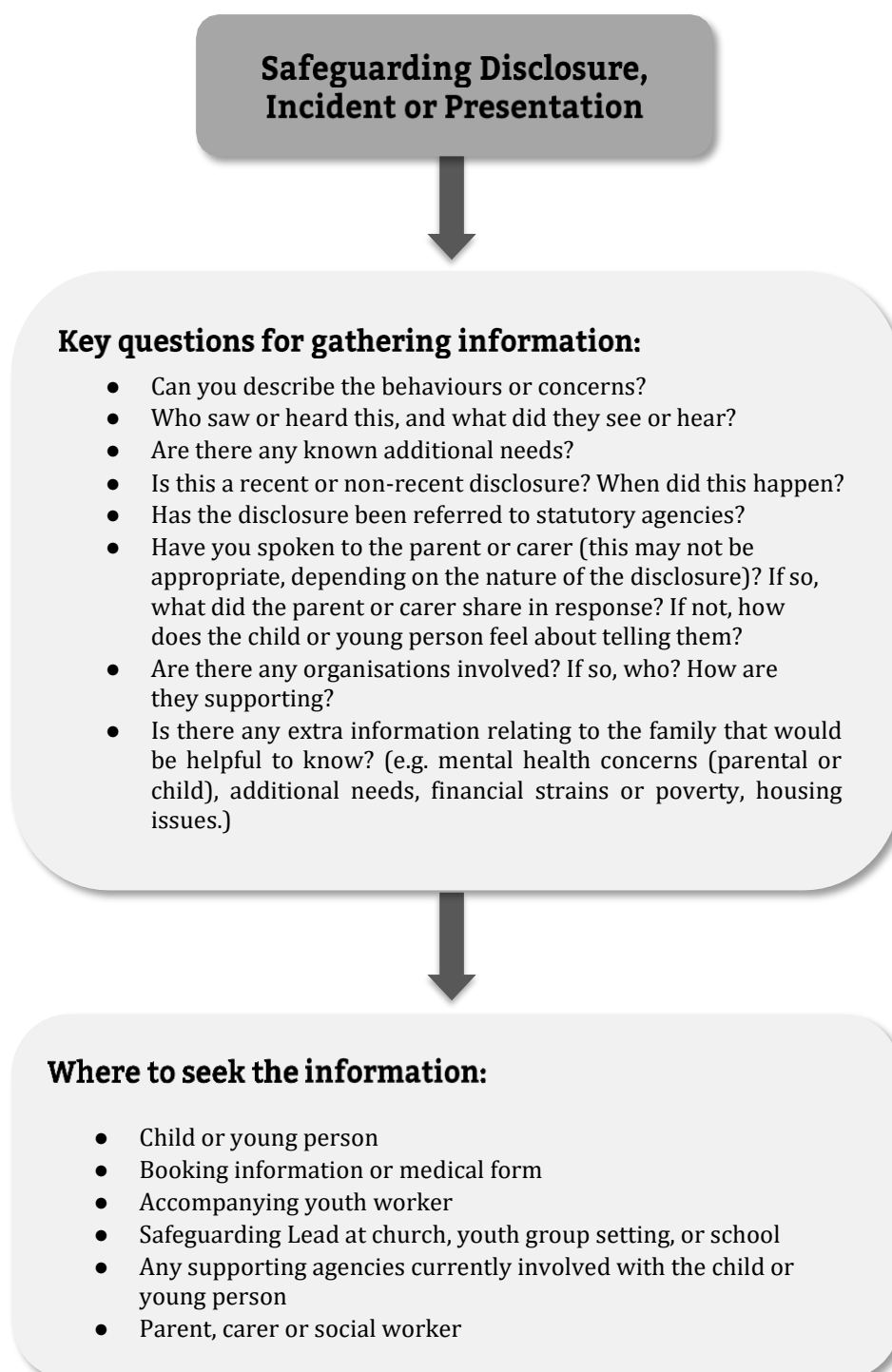
1. What qualifies as a safeguarding concern? – what category does the presenting concern qualify as? If it falls within Category 1 and/or Category 2, then the concern would be classed as a 'safeguarding concern', which will require advice and support from the external safeguarding consultant.
2. Who to call and when? Please refer to 'Reporting' Flowchart below.
3. What can wait? Category 3 concerns require a report made on the online system, but may not require advice from the external safeguarding consultant. For example, where there is external agency support in place and behaviours or needs are being managed as part of a plan, and where there is no medical emergency (no self-harm during holiday, no active suicide plan etc.).

4. What needs to be called through in a timely manner? Contact with the external safeguarding consultant regarding Category 1 and Category 2 concerns should be made, as far as possible, during their office hours, only urgent or immediate Category 1 and Category 2 concerns need to be called in during their out-of-hours service.

## 2.4.2 Assessing Information Flowchart

This flowchart guides you in gathering relevant information following a disclosure or incident.

Once you have all the relevant information, please refer to the *Reporting Flowchart* for guidance on next steps.



When calling the external safeguarding consultant, in addition to describing the immediate scenario and gaining initial advice, other helpful questions to ask may include:

- How do we manage this child or young person for the remainder of the holiday?
- What information can we pass on to others, and when?

Follow the external safeguarding consultant guidance and ensure you document any action taken. If the advice does not seem immediately workable, or if you would like a second opinion, then the Safeguarding Officer should discuss with the Trustees.

### **2.4.3 Recording safeguarding incidents and disclosures**

Leaders should speak immediately to the Safeguarding Officer, or their Deputy, who may seek advice from the external safeguarding consultant.

Suspensions or allegations should not be discussed with anyone other than those nominated above (unless they are from required statutory agencies).

The Safeguarding Incident Form can be used to make notes of the safeguarding incident or disclosure. This should then be given to the Safeguarding Officer (or Deputy) to upload the information to the online system as a safeguarding 'incident'. Once uploaded, all Safeguarding Incident Forms must be shredded. All safeguarding incidents should be recorded within 1 week of the end of the holiday.

Leaders are advised to write up the incident as soon as possible (preferably within one hour of the child talking to them), writing down exactly what the child said and when, what was said in reply and what was happening immediately beforehand. Record the dates and times of these events, the names of all those present, and the initial actions taken and when you made the record.

The Safeguarding Officer, in consultation with the external safeguarding consultant, will consider whether or not it is safe for a child to return home to a potentially abusive situation. On rare occasions, it might be necessary to take immediate action to contact the relevant local authority's Children's Services and/or the police to discuss putting safety measures into effect for the child or young person so that they do not return home.

Safeguarding Officers should also consider the feelings of the leaders involved and encourage them to seek pastoral support if required (see section 2.5).

### **2.4.4 When to alert your Main Leader**

If you are confident that the external safeguarding consultant has answered your questions and you are comfortable carrying out their next steps, then not all safeguarding incidents need to be reported to your Main Leader. You (and the leader involved) must still write up the incident, either directly onto the online system, or by inputting information into the online system from a Safeguarding Incident Form. All Safeguarding Incident Forms must be shredded once the information has been uploaded to the online system. M+M Holidays will receive a copy of any advice issued to you directly from the external safeguarding consultant themselves.

However, there are occasions when a safeguarding concern has the potential to impact the safe running of the holiday or safer recruitment decisions. If this is the case, the information should also be reported to your Main Leader and, potentially, the Trustees. If your Main Leader(s) is related to someone involved in the incident, you can let them know the headlines of the impact on the holiday, but it's not appropriate for you to discuss anything further or to involve them in any decision-making.

Any decision-making around safeguarding incidents should not:

- involve a Main Leader, Safeguarding Officer or Deputy Safeguarding Officer who is involved in, or related to, anyone involved in the safeguarding incident.
- be made between two people (whether they are Main Leaders, Safeguarding Officers or Deputies) who are related to each other.

If this leaves no one to discuss the incident with, please call the external safeguarding consultant.

### **2.4.5 What do if the Safeguarding Officer, their Deputy, or someone related to either of them, is implicated**

In the event of a safeguarding incident, leaders should ordinarily speak immediately to the Safeguarding Officer who will seek advice from the external safeguarding consultant.

However, if the Safeguarding Officer or someone related to the Safeguarding Officer is implicated, e.g. a child has accused them, then the leader should report the incident to their Deputy.

If both the Safeguarding Officer and their Deputy are implicated or related to someone who is involved, then the leader should immediately escalate the situation to a Main Leader who is not related to anyone involved, or to the external safeguarding consultant. Phone numbers for both should be available in the leaders' area at all times.

## **2.5 Pastoral care**

Pastoral care for potential victims/survivors is vital. However, the person providing this care and/or liaising with the authorities must not be also the person providing pastoral support to the person against whom an allegation or complaint has been made. For example, a Main Leader or Safeguarding Officer should not be caring for or liaising with a camper who may have been harmed and also a leader who is alleged to have harmed them. There should be no partiality. Once M+M Holidays has ended, pastoral support for any party is best provided by the local church.

If anyone on the team is affected by a safeguarding situation during the holiday and requires support, it will need to be considered whether they are in a position to stay on M+M Holidays, and whether you have a leader with the capacity and skill to provide the support needed. If appropriate support is not available on the holiday, an affected leader may need to return home to receive local support.

## 2.6 Careful practice

Here are some principles of good practice which must normally be adhered to. Following these, which are mainly common sense, will avoid many of the situations which lead to allegations and risk.

- As a leader, never be in a one-on-one situation with a camper, particularly out of sight of others (for example, in a room with the door closed). If you find yourself in such a situation then change it! If you want to have a private conversation then you can do so either in the corner of a larger room where there are other people around, or where there are windows and people can see you, or outside away from other people in sound but not sight.
- Don't get into situations where a leader of one sex is in close sole contact with small numbers of campers of the other sex. For example, if a camper wants to talk through some personal issues after a meeting, ensure the leader involved is the same sex – if you find yourself in a situation where you're breaking this rule then change the situation! Of course, friendships are good, but you could end up encouraging inappropriate crushes and relationships. If a leader becomes aware that a camper has developed a crush, this needs to be taken seriously and discussed with the Safeguarding Officer. It is not to be treated as a joke. All leaders over 18 years of age are in a position of trust and leaders under 18 years of age are in a perceived position of trust.
- Be very careful about physical contact, particularly with campers of the opposite sex. There will be circumstances where certain contact is acceptable or even beneficial (e.g. high five, fist bump, etc), but this should always be undertaken with consideration and never out of sight of other volunteers.
- Maintain strict segregation between sleeping areas of different sexes. Campers and leaders should not be allowed in single-sex areas of the opposite sex.
- Unless discussed and agreed with parents, no one under the age of 18 should be permitted to sleep alone.
- Volunteers should not be sleeping in the same rooms as campers. An exception is in the case of a leader who is a parent of the camper and there is no one else sharing the room.
- Please also see year-round communications with campers (6.4).

A major principle to bear in mind in these and other situations is to ask yourself the question "How might a third party perceive this situation?" However innocent the intentions and the action itself might be, perceptions are very relevant when assessing allegations of all kinds.

Relationships (friendships, mentorship etc) which begin at M+M Holiday will sometimes continue afterwards. Any unwanted or unwarranted communications can be challenged and contact ceased, but abusive or inappropriate communication (e.g. between a leader and a camper) must be reported immediately.

## 2.7 Leader : camper ratio

Individual volunteers (including 10:45ers) must not be left alone with campers. This is for transparency, accountability and safety. For example, dorm duty (e.g. when campers are settling down to sleep or getting ready in the morning) requires at least 2 leaders together; and transporting campers requires at least 2 leaders per vehicle. In any situation where there are just 2 leaders with campers, ensure you choose these carefully so that they can provide sufficient objectivity should a concern be raised, e.g. avoid having 2 leaders who are married to each other.

Bearing in mind you will always need at least two leaders among campers, the absolute minimum ratio of leaders to campers should be 1:10, but you should almost always be looking to operate significantly above this. If you are taking campers into a town centre, you should be aiming for a minimum of 1:6.

‘ Individual conversations between volunteers and campers must be done in a well-chosen ‘open’ environment where the conversations are taking place within sight of other leaders.

Of course, there will be times on a residential when, for example, individual leaders and campers pass each other in corridors. The principle to communicate to leaders is that this is not a time to stop and linger.

When assessing the required ratio for any particular situation, take the following into account:

- Sex, age and ability of group;
- Campers with special educational or medical needs;
- Nature of activity;
- Experience of leaders in off-site supervision;
- Any additional needs;
- Duration and nature of journey;
- Requirements of the organisation/location being visited;
- Competence and behaviour of the campers;
- Available First Aid cover.

### **2.7.1 Supervising travel**

If leaders are co-ordinating travel to or from M+M Holidays, parents must give their consent, having been fully informed, in writing, of the supervision and travel arrangements. Generally, travel to and from M+M Holidays does not come under the remit of M+M Holidays and this should be made clear to parents.

Those meeting campers or parents at stations should identify themselves by carrying a brochure or some other sort of M+M Holidays sign.

## **2.8 Safeguarding training**

One of your responsibilities as Safeguarding Officer is to ensure that your team has suitable training provided. This section gives suggestions and resources for you to use in training your team.

The Main Leaders are responsible for appointing leaders and for ensuring that all leaders attend the training that is required of them. Without the required training they will not be eligible to participate in M+M Holidays.

All volunteers must complete an in-person, scenario-based safeguarding briefing. This briefing is normally delivered at the Leaders Weekend at the end of June with an additional session held at M+M Holidays for those who were unable to attend.

Clear briefings throughout the holiday will prevent any leader from having the excuse, ‘I didn’t know’. A strong safeguarding culture will communicate to anyone with harmful intentions, ‘I can’t get away with it here.’ Before M+M Holidays, all leaders should have been briefed on the safeguarding boundaries and the responsibilities leaders carry for campers during, before and after M+M Holidays.

Leaders should be made aware that choosing to ignore this training could have further implications, including leading to a blemished DBS record. This could have significant implications for future volunteering, ministry opportunities and employment (including jobs where the applicant may not realise a DBS will be required, for example, locksmiths, vets, ice cream van drivers).

If, for any reason, a leader has not been fully trained before the start of the holiday, training must be done at the earliest possibility and that leader may not take on any role of responsibility with children until the training has been completed.

Please ensure that leader attendance at your safeguarding briefing is recorded.

## **2.8.1 Leaders' use of mobile phones and electronic devices**

Please draw attention to policies on the use of mobile phones and electronic devices when training your leaders. Please ask your leaders to respect the same policy as campers with particular emphasis on how and when they should use their own mobile phones. It is important that leaders are seen to be modelling respectful attitudes and committing themselves fully to the running of the holiday.

It is also essential that all leaders are reminded about the photographs and video images policy and how this is to be implemented on the holiday. Leaders should be advised who the Designated Photographers are, and only leaders with this role should be photographing campers – on their mobile phones or other agreed devices. Main Leaders should be aware of the existence of all camper images.

Please refer to Chapter 4 for the full policy on photographs and video images and section 6.4 for communicating with campers, and paying special attention to those younger leaders who are close in age to campers.

## **2.8.2 Wider training**

Wherever possible M+M Holidays preference would be that Safeguarding Officers or another senior member of your team also obtains safeguarding training at a more advanced level. Training might be available through your diocese or other reputable training agencies/organisations. Safeguarding consultants also offer online training modules or training events.

Some areas of safeguarding policy give rise to issues which you may well decide to cover in more depth when training your team. For example, listening skills when working with children and young people are extremely important and you may decide to devote a longer session to this in particular. If you have trained professionals, for example counsellors, on your team or through other contacts, you might choose to ask them to lead a session for your team.

# **3 Expectations and Care of Campers**

Leaders have a duty of care to all campers for the duration of the holiday. This section outlines some of the things to look out for, as well as rules and expectations that should be put in place for campers on M+M Holidays.

## **3.1 Children who pose a risk or are particularly vulnerable**

### **3.1.1 Campers receiving support from social services**

A number of campers coming to M+M Holidays receive support from social services. Some reasons this might come up, and how we can help, are:

- Social services may get in touch with you seeking reassurances before giving their permission for a looked-after child to attend M+M Holidays. They may need, for instance, information about our safer recruitment process, our risk assessment policies and practices, etc.



- Social services might alert you, or we might discover, that a child may pose a risk to others or is particularly vulnerable. In order to make a good decision about whether to accept the camper onto the holiday, your Main Leader or you, as Safeguarding Officer, will need to consult with the external safeguarding consultant about who will be communicating with social services, what to ask, and if/how to construct a risk assessment which might lead to a support plan for the child.
- You may become aware during a holiday that a child is being supported by social services. It is important that any relevant information is shared with the social services, such as any disclosures of risk or abuse made by the child or young person. It would be helpful to then ask the sending church (if there is one) to gain an update on social services involvement and the young person prior to the next holiday, to ensure information-sharing pathways are clear and correct levels of support are in place.

### **3.1.2 Campers with additional needs**

Consideration will be given to whether M+M Holidays can take campers with additional needs at the outset. Wherever possible they should be accommodated. Someone with additional needs can be especially vulnerable to bullying and disrespectful behaviour and sometimes to harm. The Safeguarding Officer will need to be conscious of this and ensure that relevant leaders are aware of this issue and ensure that the camper with additional needs knows whom they can approach about any concerns.

Consideration should be given to an individualised risk assessment and/or support plan, depending on the camper's needs.

### **3.1.3 The Booking Secretary's role**

The Booking Secretary may be the only or first leader to become aware of a potential camper's particular needs or challenges. As Bookings Contacts become aware of any additional support required, they must liaise with the Main Leader(s) and/or Safeguarding Officer before accepting the reservation.

## **3.2 Intoxicants (including drugs, alcohol and tobacco)**

Drugs are a common part of the culture of the young people with whom we work. In running M+M Holidays, you need to be aware of the issues you may encounter, and be prepared.

Volunteers must be aware of the signs of drug abuse, including solvent abuse, so that they spot issues early. All volunteers' concerns regarding drug abuse should be shared directly and confidentially with the Safeguarding Officer. The Safeguarding Officer must ensure that the Main Leaders are aware of the situation.

### **3.2.1 Alcohol**

Neither volunteers nor campers may consume alcohol between the start and end of M+M Holidays. This includes all campers 18 and over and all volunteers, even when off site and even when not in direct supervision of campers.

### **3.2.2 Smoking and vaping**

Nobody may smoke or vape on M+M Holidays.

### **3.2.3 Non-prescription drugs**

You are legally required to attempt to prevent the illegal supply of non-prescription drugs or the smoking of cannabis. The law does not currently require you to control the possession of non-prescription drugs, or the usage of non-prescription drugs other than cannabis (or opium); however, our policy does require you to take action in such circumstances.

If you suspect some individuals to be in possession of non-prescription drugs, you do not have the right to search the individual, although you can ask them to turn out their belongings. You do, however, have the right to search storage / lockers etc., which are part of the site.

If you find any non-prescription drugs, you should do the following:

- confiscate the drugs, ensuring that you have a witness, and hand them into the local police. The law allows you to do this anonymously, but we advise you to telephone the local police station before you arrive. Alternatively, you are legally allowed to dispose of them, but you may well fall foul of other legislation (e.g. environmental).
- usually the parents of the individual(s) concerned should be informed, but if you have concerns about doing so you should speak to the external safeguarding consultant first.

### **3.2.4 Solvent abuse**

If volunteers discover solvent abuse amongst campers, or solvents themselves, they should confiscate the substances and inform the Safeguarding Officer. In discussion with the Main Leader, they will then decide whether or not to inform the camper's parents.

Any materials which you use as part of running M+M Holidays which contain solvents (for example certain glues and paints) must be stored securely and monitored carefully when in use so that abuse does not take place.

## 3.3 Respectful attitudes

Campers will be expected to adhere to the holiday rules and boundaries set out by the Main Leaders, and these rules should be outlined in the run-up to the holiday and reinforced again once it starts. It's essential that campers are introduced to their leaders and advised about leader's roles, so campers know who to talk to if they have any concerns.

Campers will be expected to treat one another with respect. Campers should be advised how to use their mobile phones respectfully and how to conduct themselves online, as well as face-to-face.

### 3.3.1 Mobile device usage

Please see the M+M Holidays Phones Policy.

### 3.3.2 Bullying

There is no legal definition of bullying. In the context of schools, it is usually defined as behaviour that is repeated, intended to hurt someone either physically or emotionally and often aimed at certain groups, for example, because of race, religion, gender or sexual orientation.

Bullying takes many forms and can include:

- physical assault
- teasing
- making threats
- name-calling
- cyberbullying – bullying via mobile phone or online (for example email, social networks and instant messenger).

Bullying is entirely unacceptable and you must take all reasonable measures to protect any individuals whom it is affecting. There are a few practical measures you can take to address bullying:

- make it clear to campers from the start that they are expected to respect each other, and each other's property;
- make it very clear to campers how they can get help if they are bullied;
- make yourself open and approachable so that if campers need help they will be confident in seeking it from you;
- brief dorm leaders to be interested in how campers in their dorm are getting on with one another;
- Main Leaders – ask dorm leaders frequently how it's going and spot potential problems early;
- make it clear to your volunteers that taking part in any behaviour which could be seen as bullying is completely unacceptable (e.g. ganging up on or poking fun at a particular camper, etc);
- be aware of bullying which may occur via mobile phones and social networking sites, many of which are accessible by mobile phones and include compromising/unsuitable photographs.

Someone with additional needs can be especially vulnerable to bullying and disrespectful behaviour and sometimes to harm. Along with other members of the team, the Safeguarding Officer should ensure that the person with additional needs knows who they can approach about any concerns.

## 3.4 Sexuality and gender identity

All campers are welcome on M+M Holidays, as far as we can accommodate them safely.

Sometimes in the context of M+M Holidays, campers may articulate personal details or views around

sexuality or gender. If this happens, leaders are expected to follow many of the same principles outlined in *Listening and responding to campers* (section 2.2), and to avoid creating additional stress or any sense of being unwelcome. Pastorally, you are required to maintain confidentiality and to encourage the camper to talk to a family member, if they have not done so already, or establish links with their local church for help beyond the holiday.

If a camper or their parents provide information at the application stage, and you need advice on how to safely accommodate and support a camper on your holiday, then you can contact the external safeguarding consultant at any point throughout the year.

## 3.5 Communication with parents

You must ensure that there is always the opportunity for campers to speak to their parents or other people outside M+M Holidays if they ask to, including an option to do so confidentially. This is to give campers and parents confidence in our openness, and to ensure we are not incorrectly seen as a closed, cult-like organisation.

There are certain situations where, as a result of a safeguarding-related incident, you will consider informing a particular camper's parents about the incident.

- Always discuss this with Main Leaders before speaking to parents.
- Parents will usually be informed in the event of drug use or extreme behaviour, particularly that which puts others or the camper in danger.
- Parents may or may not be informed in the event of a disclosure of abuse – it is very important that those who are implicated in such a disclosure are not informed. This decision will be taken in discussion with the external safeguarding consultant, possibly with specialist advice which may include Children's Social Services.

## 3.6 Physical restraint

M+M Holidays do not operate a policy for restraint, as this requires highly specialist, in-depth training which we do not provide as standard. Training is most commonly offered by local authorities to staff in care homes, residential schools (for challenging children) and some foster carers. However, training in these areas does not permit you to use these skills on M+M Holidays. If you wish to get further training in managing violent, aggressive or risk-taking behaviours, you could *consider Non-Violent Resistance* (NVR) training which is an approach used in a variety of settings including schools, Special Education Needs and Disabilities (SEND), and Looked After Children's (LAC) services.

If M+M Holidays has been made aware that restraint skills may be required within the team to accommodate a camper, M+M Holidays will assess whether this can be managed before accepting the camper's booking.

On M+M Holidays, the only time restraint should ever be used is when a child or young person is in immediate danger of harm. It should be recorded straightaway, either on an Incident Form or a Safeguarding Incident Form, and the parents contacted. It is something to be avoided whenever possible. It is always better to put a proactive preventative plan in place rather than to react, but if a greater danger is posed by leaving them unrestrained, it may be necessary to exercise restraint.

### 3.6.1 Good Practice

- Following any situation of challenge/restraint, once the situation has been calmed, a leader needs to talk with the camper about what led up to the incident, their feelings, and the effect their behaviour had on themselves and others. Make plans together as to how this might be handled differently next time, even if the same triggers occur.
- Other campers should be removed from the scene as an audience can exacerbate the situation.
- If a camper threatens to leave the holiday, and there is no imminent danger of harm, the camper should be followed at a safe distance until they calm down and you can then talk about the situation. The aim is to keep them away from danger, be it running across a road or hitting another person. If they are running away across an open space, then let

them go, but follow within talking distance. Calm them down and talk at a lower level than them.

- If more than one camper is involved in a fight scenario, it can help for each to have a supportive leader assigned to them. A Main Leader should talk to them separately, to get an overview of the situation.
- Always show the camper respect and allow them their dignity. Be prepared to let them know that if the behaviour is repeated then it may be necessary to send them home because the holiday is no longer a safe environment for them.
- If you do have to restrain them, write it up immediately and ask other leaders who witnessed the incident to do the same. A Main Leader will need to assess if the holiday remains a safe environment for the camper or whether they should be sent home. The parents should always be notified that restraint was used.

## 4 Photographs and Video Images

*Photographs and images* are terms sometimes used together or interchangeably. This policy applies to both video and photographs – i.e. moving or still images.

Photography and video recordings are great ways of recording activity and providing a historic record – illustrating and validating important moments in young people's lives and in our activities. They also provide a useful tool for promoting future events. However, where photographs are captured or used inappropriately, they have the potential to be hugely damaging. It is therefore essential that we put guidelines in place, to give confidence to parents, campers and leaders that we approach photography safely and to demonstrate that we respect the right of everyone to make the choice whether or not to be photographed. In addition, the following policy aims to protect leaders from accusations based on misinterpretation of stored video or photographic material.

Parents are asked to give permission for photos on the camper booking form, and leaders on their application form. They may also let Main Leaders or the Booking Secretary know if anyone should not be photographed. This will be recorded on the bookings database.

All volunteers should be made aware of our policy on photography on M+M Holidays.

### 4.1 Taking, using and storing photographs

#### *Taking photographs / films*

- Volunteers should not take several successive photographs or prolonged videos focusing on any one particular child.
- Care should be taken not to take pictures of children where they can be easily identified (e.g. if a name badge is visible/school leavers hoodie).
- All children must be appropriately dressed when photographed.
- Photographs of children or adults semi-naked or in swimming attire out of the pool must not be taken.
- No photographs/films may be taken of a child if the child, or their parents, have not agreed to the photo permissions included in their booking form. Main Leaders must take responsibility for disseminating this information.
- No photographs/films may be taken of a leader if the leader has not agreed to the photo permissions included in their application form. Main Leaders must take responsibility for disseminating this information.
- Photographs should never be taken in dormitory or changing areas.
- All concerns regarding inappropriate behaviour or intrusive photography should be reported to the Safeguarding Officer.
- Volunteers should not lend their personal camera, video equipment or laptop to anyone else to use. Where equipment is required by campers for specifically assigned activities, Main Leaders should take measures to ensure that the integrity of their volunteers is not compromised. Please see the suggested working model in section 4.2 for further clarity.

#### *Using photographs / films*

Those who use photos for publicity purposes (via leaflets, websites, or social networks), or to present the M+M Holidays in their local setting, must observe these safeguarding guidelines and regularly review the pages of any website or social network site so that it remains up to date, effective and safe.

Anyone designing a website for M+M Holidays will want to ensure that it promotes opportunities for children and young people to get involved. While it is important to reflect the full mix of participation and activities, care should be taken to ensure the safety of children and young people. Designers, website builders or those handling photo-sharing or social network pages must adhere to the following policy:

- Photographs of campers taken by leaders remain the property of M+M Holidays and must only be used in accordance with M+M Holidays policies.

- Permission must be sought from Main Leaders to use any photographs. This includes any photographs of campers taken by a volunteer for use in their own children's/youth groups. Photographs and video images are 'personal data' as far as data protection legislation is concerned and must be used responsibly.
- Children should not be identified by full name or other personal details. These details include e-mail or postal addresses, telephone numbers or church. Names or other personal details should not be used in any caption, file name, alt text etc.
- When using photographs or video images of children and young people, it is preferable to use group pictures.
- Only use images of children in suitable dress to reduce the risk of inappropriate use.
- Restrict access to photo-sharing sites to those attending M+M Holidays and their parent. They must not be able to invite additional friends or create other links. A private/unlisted link is not sufficient; photo-sharing sites must be either password-protected or access-restricted via a login.

Ensure you only use photos of people where parents/leaders have given photos permission and where children/young people have not objected to their picture being taken. All children/young people should be able to decide not to allow their photo to be taken and be confident that this decision is respected. Parents are asked to give permission for photos on the camper booking form, and leaders on their application form.

#### *Storage of photographs and films*

- Any leader responsible for storing photographs/films must be trusted, over 18 and go through our safer recruitment process every year.
- Any leader must be prepared to make available to the Main Leaders or M+M Holidays all digital photographs, memory cards and recorded materials, including all those from the event uploaded onto computers.
- Ensure that image files are appropriately named. Do not use camper's names or personal details in image filenames or alt attributes.
- Main Leaders should be aware of the existence of all photographs and films taken on their week of M+M Holidays, and how they are being stored.

#### *Photography by campers*

Please see the M+M Phones Policy.

## **4.2 Suggested working model**

To be confident that all aspects of the above policy are being observed, and to simplify communication, Main Leaders may wish to apply the following working model:

- We suggest the Main Leaders appoint Designated Photographers and/or a Photograph Storage Manager in advance, and all other leaders are advised against taking photographs. It may be that just one person is given both of these roles. The Main Leaders must have full confidence in this person/people. Designated Photographers and Storage Managers, or anyone contracted for photography or videoing, must be fully briefed as to CPAS policy and guidance in advance, including knowing those that cannot be photographed.
- The Main Leaders hold supervisory responsibility over the Designated Photographer and/or Storage Manager. Random checks may also be used as a way of ensuring and quality assuring that the policy is being followed by the designated individuals.
- Photograph Storage Managers will be aware of and authorise the use of a volunteer's personal equipment for camper-led production, if required for specific activities.
- All photographs and films are uploaded to one agreed platform (e.g. hard drive or cloud-based servers) by the end of M+M Holidays, to the knowledge of the Photograph Storage Manager, and then deleted from original devices.
- Permission can be sought from the Photograph Storage Manager to use a photograph/film after the holiday. Stay mindful that any photographs to be used or distributed must fulfil the criteria set out under the 'Taking and Using Photographs' section of the policy (Section 4.1) e.g. no shots of campers in their swimwear, or shots overtly focussed on an individual.

# 5 Recruitment of leaders

Main Leaders are responsible for recruitment of their leaders teams. As a safeguarding measure, all leaders are vetted before being accepted onto the team.

M+M Holidays will not accept as a volunteer anybody who is known to have harmed children or who is listed as barred from such work by the Disclosure and Barring Service (DBS), and will take all reasonable steps to ascertain the background of potential volunteers.

## 5.1 Safer recruitment process

Our vetting procedure is as follows:

- Application forms and references: every year, all leaders complete a volunteering form every year, which includes, as part of it, self-declaration questions (e.g. regarding any concerns or allegations about working with children). Main Leaders review the applications.
- DBS Checks: ALL volunteers are required to obtain a DBS check through the Disclosure and Barring Service (or relevant overseas criminal records check) before being accepted onto a team (see section 5.2). A new check will need to be completed every three years.
- Safeguarding Training: ALL volunteers are required to complete an in-person scenario-based briefing. This must be completed every year.
- Overseas references and criminal checks: in addition to filling out the application forms relevant to their new/returning status, volunteers who have lived outside the UK for more than 9 months in the last 5 years or who are currently living overseas may need additional references and criminal records checks.
- Interview/induction: Main Leaders should have at least an informal conversation with each volunteer to ensure there is clarity about their role in the team and their responsibilities, well in advance of M+M Holidays, especially in the case of new leaders.

Please note that during the application process, we also ask leaders to tick to confirm that they respect the M+M Holidays Statement of Faith.

### 5.1.1 References

References can provide helpful perspectives based on others' experience of applicants outside of the context of M+M Holidays. References should be read carefully and followed up with referees when needed (e.g. if a referee hints at a safeguarding or mental health issue). Main Leaders could phone to ask:

- What happened, when and why/what led to it?
- What support would they need to cope well as a leader on your event?
- What restrictions / reasonable adjustments would the referee recommend you considering?

Main Leaders should ensure they keep notes of the headlines. Main Leaders could also have a further conversation with the volunteer to talk this through. The volunteer's own response and willingness to engage well on this level will be key to the decision. If they're a younger leader, it may also be appropriate, with the leader's permission, to talk with their parent. Follow up conversations with a leader or referee should be documented.

New leaders will need at least two 'long' references, one of which should be from their church leader. These references must be in writing, and each referee must have known the leader for at least two years.

Returning leaders will need at least one 'short' reference from their church leader to confirm ongoing suitability. This also now includes a space for further comment. The referee must have known the leader for at least one year.

References fall into three categories:

- Church reference - For both new and returning leaders, the church reference should be from



someone who can confirm their suitability to volunteer in this context, normally the leader of their church. They should be someone who knows them well and has known them for at least 2 years for new leaders or 12 months for returning leaders.

- If they moved churches within that time, an additional reference should be requested for each church.
- If the church leader doesn't know the volunteer well, the volunteer is related to their church leader, or their church leader is also a Main Leader on the week of M+M Holidays, an alternative church referee could be another staff member in a leadership position in their church.
- If the volunteer is the church leader, they should provide details of either a peer or someone they are accountable to in their ministry who fits the above criteria.
- Personal reference – New leaders will also need a reference from someone who has known them well for at least 2 years, is over 18, and, ideally, has personal experience of their work with children / young people outside of M+M Holidays.
- Overseas reference – New and returning leaders who have lived outside the UK may need to provide additional references to cover their time outside the UK. 'Overseas referees' should be a leader of their church outside the UK, a line manager who worked with them outside the UK, or a line manager or the HR department if working with a UK based mission agency.

A Main Leader may also choose to request a further reference(s) if thought useful.

When assessing suitability of a referee, please keep in mind, in addition to the above:

- References cannot be given by a family member, a Main Leader of the week of M+M Holidays or someone who knows the volunteer primarily in the context of M+M Holidays.
- Ideally the referee will be someone who is not involved as a leader on the same holiday.
- A husband and wife couple cannot be used by an applicant to provide both of their references.

		Reference 1	Reference 2	Declaration form	DBS check*
<b>Requirements</b>	New Leaders*	Full reference from church leader.	Full reference from another person who can vouch for their character and skills.	Signed and dated self-declaration using the questions on the application form.	An enhanced DBS check with children's barred list, obtained through M+M Holidays and issued less than 3 years before the start date of the event, or the same check through the DBS Update Service.
	Returning Leaders*	Short reference from church leader.	Not required.		
<b>How obtained</b>	New Leaders*	Main Leaders send a reference request form.		By Main Leaders – self-declaration is included within the online or paper application form.	Main Leaders contacts those who have applied and who do not have a valid DBS check. Main Leaders should encourage volunteers to apply promptly otherwise they may not be able to attend M+M Holidays.
	Returning Leaders*				

\* Further references and criminal record checks may be required where a reference doesn't cover the time period required or where a leader has lived abroad for more than nine months in the last five years, to cover their time abroad.

## 5.1.2 Recruitment of ex-offenders policy

M+M Holidays will not accept as a volunteer anybody who is known to have harmed children or who is listed as barred from such work by the Disclosure and Barring Service (DBS) and will take all reasonable steps to ascertain the background of potential volunteers.

As noted on the volunteer application form, a criminal record will not necessarily prohibit the appointment of an individual as a volunteer.

With regard to certain specific areas, our policy is as follows:

- Volunteers will not be accepted on M+M Holidays if they have any previous convictions or cautions for offences against children, offences of domestic abuse where children were affected, or if they

are barred by the Disclosure and Barring Service.

- Volunteers with any offence involving possession, supply or use of drugs, where the conviction took place within three years prior to the individual's application will not be accepted. After three years have elapsed since the conviction M+M Holidays will review each individual application supported by a new DBS check indicating no new convictions within that three- year period.
- Volunteers who have used drugs or any other substances leading to a change of behaviour (e.g. petrol, legal highs, glue), which doesn't appear as a conviction on their DBS certificate but has been highlighted in a self-disclosure or a reference, for example, will be considered on a case-by-case basis.
- Volunteers with any offence involving dangerous driving, driving under the influence of alcohol or drugs or careless driving where the conviction took place within ten years prior to the individual's application will not be allowed to drive with any passengers in their vehicle during a holiday.

Other offences and issues will be considered on an individual basis with specialist advice sought where appropriate. In particular, we will consider the following points:

- whether the conviction or other matter revealed is relevant to the position in question;
- the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters;
- whether the applicant's circumstances have changed since the offending behaviour or other relevant matters;
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

## 5.2 Visitors to the holiday

Main Leaders need to take all reasonable steps to vet day visitors to their holiday. No visitors are to be allowed onsite without the knowledge of the Main Leaders. All visitors must have a valid reason to attend which furthers the work of M+M Holidays.

- Visitors must never be left alone with children and should be instructed which bathrooms may be used.
- Visitors cannot be included in any leaders:campers safety ratios.
- Visitors must not stay overnight.

## 5.3 Reviewing the team

An important aspect of Safer Recruitment is reviewing your team after the event with the Main Leaders and considering whether there is anyone you would not have back for a safeguarding reason.

# 6 Year-round communication with campers

## 6.1 Meeting up with campers

A leader meeting up with a camper away from M+M Holidays, other than in the context of the local church (when that church's safeguarding policy will apply), is normally inadvisable. Where it is deemed appropriate, for example in a mentoring relationship, by the Main Leader or a Church leader the camper's parent's permission must be obtained in writing. The location and any accommodation details, numbers of other children and details of other adults present must be given to the Safeguarding Officer.

## 6.2 Communicating with campers

Communications that provide general holiday information or updates from the holiday to every camper is of course appropriate before, during or after the event. Occasional postcards from leaders to campers are acceptable and can be a helpful, transparent way to welcome, encourage and remind campers. However, this should only be done if Main Leaders have requested it and should not contain leaders' contact information or suggestions to meet.

There should not be sustained communications between individual leaders and current (of any age) or former campers (under 18) where the relationship started in the context of M+M Holidays, including leaders engaging or following campers on social media. If a camper pushes this, the leader should alert the Safeguarding Officer and encourage stronger links with the local church. Where a local church connection is not possible, the Safeguarding Officer should consider how to manage this in consultation with the Main Leaders.

M+M Holidays acknowledges some relationships exist outside of the context of M+M Holidays, such as:

- Mentoring relationships
- Younger leaders who are already friends with campers
- Leaders who are friends of the family
- Extended family of campers

These therefore need to be managed with some discretion during the week of M+M Holidays.

Copies of all e-mails, letters, texts or online messages between leaders and campers should be retained by the leader(s) involved and made available to the Safeguarding Officer on request. No communications should be deleted, in case there is a need to refer back to them later.

### **6.2.1 Campers communicating with younger leaders**

If a leader receives any messages from a camper which makes them wary about either the personal situation of the camper or the relationship between the camper and themselves, they should forward it directly to their Safeguarding Officer or Deputy Safeguarding Officer.

We recognise that young leaders who have recently been campers may have pre-existing friendships and therefore online 'friendships' and communications with younger campers. While best and safe practice would be to stop any social media contact when they become leaders, this may not always be realistic, but do encourage younger leaders to consider this option as they could be leading for several years whilst some of their friends remain as campers.

Reiterate that as younger leaders they are in 'perceived positions of trust' and so during the holiday they should adhere to what is expected of all leaders in relation to taking photographs, social media contact etc. This specifically includes avoiding social media contact with their friends who are campers during the holiday.

Educate younger leaders on potential risks and the law around particular vulnerabilities for those in 'positions of trust'. This will help them to avoid compromising situations with campers during M+M Holidays and the potential of a blemished DBS affecting their future.

# 7 Appendix A: Safeguarding Pointers for Leaders

Thank you for volunteering on M+M Holidays. We want to provide children aged 9-18 with a wonderful time away with friends that they will want to share with others.

As a leader in a position of trust, there may be occasions where a conversation with a child, or your own observations, make you concerned for their welfare or well-being. Harm to children of any kind can have major long-term effects on a child's health and development, so it is imperative that we actively safeguard and support the children in our care.

Leaders also need to look out for each other and ensure their interactions with other leaders remain appropriate and respectful at all times. Where this isn't handled well, there is the potential for it to become a concern, whether it's of a safeguarding, leadership or welfare nature.

Your team's Safeguarding Officer is there to oversee this on your holiday and to offer training. The pointers contained in this document are to equip you with some additional guidance to help you react appropriately and pass on the information.

## If a child discloses some information, remember the following:

- Keep calm ... do not react with shock or disapproval of the child, the parents or the incident
- Do not assume that the child's experience was either bad or painful
- Do not pre-suppose guilt or anger in the child
- Stay in control of your own feelings; do not let them see if you are angry or upset

Do	Don't
✓ listen carefully to what the child is saying	✗ PANIC!
✓ keep listening and seek clarification only	✗ promise confidentiality at the outset
✓ keep an open mind	✗ rush off to find someone else to listen
✓ write down as soon as you can exactly what the child said, with dates and times (VFC036)	✗ lie to the child or keep things secret
✓ tell your Safeguarding Officer as soon as possible, and check with them later that it has been followed up	✗ give answers to questions you are not sure about
✓ affirm the child that they were right to tell you	✗ make judgments of any kind about the alleged abuser or parents
✓ tell the child it is not their fault	✗ ask lots of detailed questions or press for answers a child is unwilling to give
✓ take care of yourself and work out what you are feeling	✗ investigate, judge or push for information

## In the event of any disclosure or allegation from anyone on the holiday (including leaders)

1. Make notes on a Safeguarding incident Form; record dates, times and events and the full names of those present.
2. Report it to the Safeguarding Officer or, if they are implicated, their deputy. Your Safeguarding Officer will seek advice from the external safeguarding consultant.
3. Don't discuss the disclosure or allegation with anyone other than those named above.
4. Don't challenge the person yourself – report the details to your Safeguarding Officer.

## The main forms of child abuse and neglect

Child abuse has many forms. There are four identified categories of abuse as described in *Working Together to Safeguard Children 2015*: physical, emotional, sexual and neglect. It is important not to investigate but to seek advice. A child is anyone under 18 (therefore including most teenagers). Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. They may be abused by an adult/adults, or another child/children. The definitions of these forms of abuse are detailed within the above mentioned statutory guidance. However, some of the key signs and indicators that may help you identify this have been outlined by thirtyone:eight as follows:

<p><i>The following signs could be <u>INDICATORS</u> that <u>ABUSE</u> has taken place (but should be considered in context of the child's whole life/circumstances):</i></p>	
<p><u>Physical</u></p> <p>Injuries not consistent with the explanation given for them</p> <p>Injuries that occur in places not normally exposed to falls rough games, etc</p> <p>Injuries that have not received medical attention</p> <p>Reluctance to change for, or participate in, games or swimming</p> <p>Repeated urinary infections or unexplained tummy pains</p> <p>Bruises on babies, bites, burns, fractures etc which do not have an accidental explanation*</p> <p>Cuts/scratches/substance abuse*</p>	<p><u>Sexual</u></p> <p>Any allegations made concerning sexual abuse</p> <p>Excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour</p> <p>Age-inappropriate sexual activity through words, play or drawing</p> <p>Sexually provocative or seductive behaviour</p> <p>Inappropriate bed-sharing arrangements at home</p> <p>Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations</p> <p>Sudden unexplained expensive clothing or gifts may be a sign of child sexual exploitation – where they have been manipulated into sexual activity in exchange for gifts, or are being groomed.</p> <p>Eating disorders - anorexia, bulimia*</p>
<p><u>Emotional</u></p> <p>Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clingy</p> <p>Depression, aggression or extreme anxiety</p> <p>Nervousness or frozen watchfulness</p> <p>Obsessions or phobias</p> <p>Sudden under-achievement or lack of concentration</p> <p>Inappropriate relationships with peers and/or adults</p> <p>Attention-seeking behaviour Persistent tiredness</p> <p>Running away/stealing/lying</p>	<p><u>Neglect</u></p> <p>Under nourishment</p> <p>Failure to grow</p> <p>Constant hunger</p> <p>Stealing or gorging food Untreated illnesses</p> <p>Signs of inadequate care</p> <p>Unkempt appearance</p>
<p><i>*These indicate the possibility that a child or young person is self-harming. Approximately 20,000 are treated in accident and emergency departments in the UK each year</i></p>	

## 8 Appendix B – Useful Contacts

### **CEOP**

[www.ceop.police.uk](http://www.ceop.police.uk)

Child Exploitation and Online Protection (CEOP) Centre provides a multi-agency service dedicated to tackling the exploitation of children.

### **Childline**

0800 11 11 - [www.childline.org.uk](http://www.childline.org.uk)

This is an advice line especially for children and young people to use. You should have this number available for children to phone directly if they need to.

### **Childnet**

[www.childnet.com](http://www.childnet.com)

Childnet's purpose is to help children and young people acquire 'net literacy' skills and offer advice to industry, organisations, parents and teachers about internet and mobile safety.

### **Internet Watch Foundation**

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

The UK Hotline for reporting illegal content, specifically: child sexual abuse content hosted worldwide and criminally obscene and incitement to racial hatred content hosted in the UK.

### **Kidscape**

020 7823 5430 - [www.kidscape.org.uk](http://www.kidscape.org.uk)

Advice on bullying for parents or those working with children.

### **OEAP - Outdoor Education Advisers' Panel**

[www.oeapng.info](http://www.oeapng.info)

National guidance for the management of outdoor learning, off-site visits and learning outside the classroom. Primarily an education specific resource but useful as guidance for holidays and residential providers.

### **selfharmUK**

[www.selfharm.co.uk](http://www.selfharm.co.uk)

selfharmUK is a project dedicated to supporting young people impacted by self-harm, providing a safe space to talk, ask any questions and be honest about what's going on.

### **Stop It Now UK and Ireland**

0808 1000 900 - [www.stopitnow.org.uk](http://www.stopitnow.org.uk)

Stop it Now! runs a confidential free helpline for adults to phone and discuss their concerns – including inappropriate online communication.

### **Think U Know**

[www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)

A site with advice on internet safety for all ages run by CEOP.