



Safeguarding good practice

This document outlines good practice in relation to safeguarding guidelines outlined by CEYS. This document is supporting the original safeguarding policy created by Absolute Adventures consulting safeguarding officer Ali Moffat.

E-Safety

Staff must act in a professional manner in regards to E-Safety.

AA policy in regards to sharing images of young people is as follows. We do not post images of under 18s online, this is specifically focused on school groups, scout groups youth service and any other group that is not directly supervised by a parent.

Family groups that sign the acceptance of risk from on the day and agree for images to be used are an exception.

Or models that are getting pictures taken of them for the sole reason of promotion.

There is inherent exposure when dealing with social media and safeguarding. We advise staff to be mindful about their personal security online, setting social media settings to be viewed by just friends that they approve.

Becoming friends or following participants who instructors have met through company activities is not advised.

Any staff member found to be exchanging social online communications with under 18s that were guests at Absolute Adventures will be spoken to by senior management and the safeguarding officer. Safeguarding and disciplinary action will be taken if necessary.

Signing children in & out

Absolute Adventure summer camps are the main session that we accept children for a number of hours and have overall care for them. Other times can be during birthday parties, kids put on activities without parents, after school clubs, etc. the below guidelines must be adhered to when signing in and out children.

- All children must be signed in by their guardian on the registration form, taking note of any medical conditions or specific needs of the child.
- The guardian's telephone number must be taken.
- Absolute Adventures instructors will confirm the collection time with the parent and inform them to be at the collection point on time.
- Their guardian must give Pre approval by email for children to walk, cycle or take public transport. Note on sign in and out form made.



- Email approval to be given by guardian that the child can leave on his or her own must be given.
- The collection point is normally the office but sometimes such as birthday party's kids can be collected at the land rovers situated on the beach.
- A known guardian or adult must collect children to the child.
- Each child must be signed out on the registration from.
If a guardian is late collecting, then the child can wait inside the office with the office team. A telephone call will be made to determine when the child will be collected. If parents do not collect and are not contactable then the DSL will be informed and action will be taken for the safety of the child.

Missing Child

In the unlikely situation that a child goes missing under our care then the following steps should be taken (outlined by the NSPCC)

- Ensure that all other children continue to be supervised appropriately while a search for the child concerned is carried out
- Organize the remaining available responsible adults to conduct a search of the surrounding area allocating each individual to a specific area; request all those searching report back within a short time, dependent on the size of the area being searched
- If the child cannot be found after a good search of the immediate surroundings, contact the child's parents to advise them of the concern and reassure them that everything is being done to locate the child
- Make a note of the circumstances in which the child has gone missing and where he/she was last seen and prepare a detailed physical description of the child, to include their hair and eye color, approximate height and build and clothing he/she was wearing, as this will be required by the police
- Report the concern to the police if the search is unsuccessful and no later than 20 minutes after the initial missing person report if the search is ongoing
- Follow police guidance if further action is recommended and maintain close contact with the police
- Report the incident to the designated safeguarding officer
- Ensure that you inform all adults involved including the parents, searchers and police if at any stage the child is located



Use of Public toilets

The only toilet facility available to our guests is public. The below guidelines must be adhered to when letting children in our care use them.

- Toilets cannot be used as changing rooms by any of our guests. They are for public use and cannot be controlled by us.
- Changing areas can be made using tents or vehicles.
- All guests to Absolute Adventures are advised to bring a towel. This can be used to help change into swimming wear.
- If children in our care request to use the toilets then they must go in pairs. The instructor must check the toilets for any members of the public inside. The instructor must wait outside for the children to finish.

Bad Behavior

Due to the risks involved in the activities we provide there is a zero tolerance policy for bad behavior from any of our participants.

In the case for adults they will be removed from the activity and asked not to return.

For minors that misbehave then they will be brought to their teacher or leader to deal with the situation. If the participant is on a camp then they will be removed from the activity and parents called for them to be collected.

Bullying is not accepted and any participant recognized to be bullying will be removed from the activity and asked not to participate again.

Complaints

Complaints brought up against Absolute Adventures by parents or guardians will be taken very seriously. All people involved will gather all information. Senior management will be involved along with the DSL.

Please phone our office on 07829881111 or email info@absoluteadventures.je

The situation will be elevated to higher authorities if deemed necessary by the DSL and the parents or guardians.

A safeguarding report form will be completed for each case and logged in the complaints log.

If a complaint is not met accordingly then guardian have the right to contact CEYS ceys@gov.je and 449387