



Camp Policy

Purpose

This policy aims to set out the guiding principles that should be followed, as reasonably practical, to ensure that Kids on track camps are a safe place for both attendees and volunteers, whilst also upholding the values of Kids on Track. (See Appendix A for the KOT values.)

Referrals and Registration

Children can be referred for camps via the following avenues;

- By the child's school,
- family support workers,
- Early Help Hub, and
- social workers.

The following criteria for referring a child to the a camp are as follows:

- Must be in year 5 or 6 at school
- Will be currently eligible for free school meals.

KOT will then prioritise those children who have:

- a Child Protection Plan;
- a Child in Need Plan; or
- a family support worker.

Children will carry additional eligibility if:

- they have siblings already successfully on the Kids on Track programme;
- they have low unauthorised attendance;
- they are considered a Young Carer;
- they are at significant risk of neglect;
- they are considered at risk due to 'other' reasons known to the school.

All children participating will be expected to engage with the programme long-term in order to benefit fully and should have support from parents / guardians, the program is not designed for temporary placements

If a child does not meet the stated criteria, it is possible that for exceptional circumstances a child can still be accepted onto a camp at the discretion of the Operating Committee.



Referrals and Registration cont

Referrals will need to be completed by the referee via an online Google referral form, found via this link; Anyone making a referral will need to complete the online Google referral form.

[Online Referral Form](#)

The online referral form will be considered by the Family Liaison Officers and a decision will be made whether to:

- Offer a place for the next camp;
- Add the child onto our waiting list;
- Turn the child down as the child does not meet the criteria laid out above.

No deadline

Prior to offering a child a place on the camp the Family Liaison Officer will meet with the family to ensure there is parental engagement with the Kids on Track programme and that the child meets our criteria.

All children will be offered a place on a trial basis. If after the first camp it is felt that the child is not benefitting Kids on Track reserves the right to remove the child from the programme.

Parents cannot make direct referrals to the programme.

Prior to the child attending a camp the parents / guardians must complete a consent form.

Attendance

Kids on Track recognises the importance of having robust systems in place to ensure the safe arrival and collection of children on camp. Kids on Track has a duty of care to all children that attend camp and is committed to ensuring there are effective methods of delivering information between camp staff and the authorised adult in order for each child to remain safe whilst in Kids on Track's care. Kids on Track will ensure that an accurate record is kept of all children on camp.



Pick Up

Minibuses will pick the children up from designated locations in Andover. All minibuses will have a driver and a second volunteer. A register will be taken on the bus. If a child does not arrive the volunteers will attempt to contact the parents. The buses will leave 5 minutes after the allotted departure time even if not all the children have arrived unless there is a specific reason for the late arrival.

All children will be required to wear seatbelts on the buses.

Volunteers will take to the meeting point the following forms:

- Spare consent forms;
- Permission to administer medicine forms;
- Minibus Register.

No volunteer will administer medicine to a child without a completed Permission to Administer Medicine form.

Children can not attend camp without a completed consent form.

If a child turns up in the morning without an accompanying adult and with no prior written consent the parents will be contacted.

Drop Off

Children are collected by an adult who has been authorised to do so on their registration form or on the morning minibus register.

In exceptional circumstances, if the parent requires another person who is not listed on the registration form to collect their child, the child's parents or carers must inform Kids on Track in advance and provide a description of the person. If the Kids on Track volunteer has any concerns regarding the person collecting or they are not named on the form he/she will contact the main parent or carer for confirmation.

Children will only be allowed to leave alone after drop off if this has discussed this with the child's parents and the DSL has received their written consent. This can be given in the morning on the minibus register or a text message to the DSL.

Absences

If a child is going to be absent the parents should notify the DSL in advance.

If a child is absent without explanation, staff will contact the parents or carers to check where the child should be.

If children repeatedly miss sessions Kids on Track reserves the right to remove them from the programme as this place could be better used by another child.



Missing Child

At Kids on Track we are always alert to the possibility that children can go missing during sessions. To minimise the risk of this happening staff will carry out periodic head counts, particularly when transporting children between locations.

If a child cannot be located, the following steps will be taken:

- All staff will be informed that the child is missing;
- Staff will conduct a thorough search of the premises and surrounding area;
- The Camp Leaders or DSL will then contact the child's parents or carers. If the child has not been found after 60 minutes the Police will be informed.
- Staff will continue to search for the child whilst waiting for the police and parents to arrive;
- We will maintain as normal a routine as possible for the rest of the children at the camp;
- The Camp Leaders and DSL will liaise with the police and the child's parent or carer.

The incident will be recorded in the Incident Log. A review will be conducted regarding this and any other related incidents along with relevant policies and procedures. We will identify and implement any changes as necessary.

Useful Numbers

- Police: 08450454545
- Camp Leader, Katy Wade: 07765 668206

Visitor Policy

Kids on Track is committed to providing a safe and secure environment for the children in its care. When Kids on Track has visitors and/or contractors on camp the Visitor Procedure outlined below needs to be followed to ensure that the visitor and/or contractor will not have a detrimental effect on the children and that the person in question has a valid reason for attending the camp. The Visitor Procedure must be followed for both pre-arranged and unannounced visitors and/or contractors.

Visitor procedure

- All visitors and/or contractors must report to the Camp Leaders before entering camp.
- The visitor must sign in the Visitor Log detailing the reason for their visit and the time they arrive and leave
- The visitor will be issued a Visitor Badge
- All Kids on Track visitors will be escorted around camp and will never be left alone or unsupervised with children.



Visitor procedure cont

- Any contractor appointed by the school will be the responsibility of Farleigh school, who should inform the Camp Manager if a contractor is working in an area used by Kids on Track.
- If a visitor and/or contractor has no reason to be on the Camp's premises, staff will escort them from the premises.
- If the visitor and/or contractor refuses to leave, staff will call the police. In such an event an Incident Record will be completed and the Camp Leaders will be immediately notified.
- As the Camp takes place within Farleigh school Kids on Track is aware that there will be other users of the site. These may include:
 - Farleigh Staff
 - Families using the Farleigh facilities such as the swimming pool
 - Other clubs / activities taking place at the same time

Kids on Track will work with Farleigh to ensure it has been informed if there are other visitors likely to be on site. A detailed risk assessment will be carried out to ensure that there is no contact between the children on the Kids on Track Camp and other visitors on the site.

Visitor Code of Conduct

- Treat children with respect. Once on Camp the children's needs and interests take priority;
- Mobile phone or electronic devices to be kept out of sight and not to be used in front of children.;
- Respect children's personal space and privacy;
- Report to the Camp Leaders any concerns about staff conduct or children's wellbeing.

Kids on Track asks that visitors and contractors do not:

- Use inappropriate language or display aggressive or threatening behaviour towards staff, children or other authorised adults either in person, on the phone or in writing;
- Discuss sensitive issues within earshot of a child or other adults;
- Take photos or videos unless approved as an official photographer;
- Leave tools, bags or other equipment unattended or within reach of children.

Safeguarding

Kids on Track takes safeguarding very seriously. We believe that safeguarding is everyone's responsibility and that everyone who comes into contact with the children and their families has a role to play. Please see our Safeguarding Policy for more detail.

[Safeguarding and Child Protection Policy](#)



Volunteers

Volunteer Recruitment

Kids on Track's reputation for high quality childcare depends on the professionalism and hard work of all staff and volunteers. Kids on Track places the safeguarding and safety of all children as its number one priority, and therefore follows a strict Safer Recruitment policy.

All volunteers are required to complete an [application form](#) and provide two references. Any applicant not previously known to the committee is interviewed. Kids on Track is an equal opportunity organisation. This commitment promotes respect and equal treatment for all persons regardless of age, disability, gender, ethnicity, marital or civil partnership, nationality, race, religion or belief, sex, or sexual orientation.

Volunteers that are accepted are added to the Volunteer database and prior to the camps an email is sent out to all volunteers. Volunteers are asked to respond by email if they are available to help at the camp. Volunteers are accepted where possible on a first come, first served basis with the following exceptions:

- Team Leaders. These individuals are committed to every camp and bring a specific skill set. Therefore Team Leaders are approached prior to the other volunteers and are consulted on camp dates.
- Volunteers with specific skill sets. It may be that we require specific volunteers for specific roles such as cookery, arts and crafts etc. These volunteers will be approached separately and given priority.

It is also important to get a balance of age ranges, genders and experienced vs inexperienced volunteers therefore the Operating Committee will have the right to make decisions about the mix of volunteers and may override the first come first served policy to ensure the highest quality of volunteers is available to support the camps.

All volunteers under 16 must be accompanied by a responsible adult.

Kids on Track believes part of its unique attraction is that volunteers bring their families with them. However:

- It is the role of the responsible adult to ensure that the behaviour of the children under 16 meets the high expectations of Kids on Track;
- Any adult bringing younger children should be made aware of the risks;
- Kids on Track is not responsible for younger children brought along as part of a family.

All regular volunteers over 18 are asked to complete an Enhanced DBS disclosure and are encouraged to sign up to the update service. DBS checks are renewed every three years.



Volunteer Training

- All volunteers are provided with a [volunteer handbook](#) which they are asked to read.
- All volunteers are given a Safeguarding and Health & Safety briefing at the start of each camp.
- Team Leaders and Committee Members are required to undertake annual face to face Safeguarding training.
- At least two people on each camp will have received First Aid training within the last three years and at least two members of the Committee will have undertaken DSL (Designated Safeguarding Lead) training in the last year.

Volunteer Code of Conduct

Use of social media

- Kids on Track runs its own Social Media programme bound by very strict safeguarding protocols and as such no one is allowed to post text or pictures of the events or children. Only the Kids on Track committee will post approved photos on the website, Facebook, Instagram and in other publications.
- No volunteers should be contacting the Kids on Track children directly via social media or email. Anyone under 16 who is asked to 'be a friend' with a Kids on Track child via social media should get permission from Francesca Gardner or Kiki Godson.

Taking and keeping photos

- The General Data Protection Regulations (May 2018) state that it is illegal for any volunteer to keep photos of the children attending the camps on their personal phones. Only the official photographer or members of the Operating Committee should take photos of the children.

Use of mobile phones

- The day is about the children, so it is critical that volunteers are not seen using their phones apart from responding to essential incoming communication. One of the Kids on Track messages is that time away from social media / mobile devices is good – so volunteers need to set a strong example.

Smoking / Alcohol

- No volunteers should be drinking before or during the camp and no smoking or vaping at the camp.

Personal Conversations

- It is inappropriate to have personal conversations about expensive privileges such as holidays, cars etc at the camp.



Attendance

The events are finely tuned and totally reliant on the requisite number of volunteers turning up. A volunteer who cannot attend any part of a camp should let Kids on Track know well in advance.

Treating the children with respect

The time they spend with us is very special to them and they look forward to the events immensely. Volunteers should

treat the children with the utmost respect. At times it may be necessary to prevent some behaviour but Volunteers should never shout and should treat all children equally avoiding favouritism. Volunteers should always be non-judgemental when talking to or dealing with children.

Physical Contact

Volunteers are asked to avoid physical contact where possible as this may be misinterpreted.

Confidentiality

Volunteers should never discuss the children's circumstances with anyone other than a relevant volunteer – and never in public.

Drivers

- All drivers will have completed the minibus training, completed the driver forms and have an up-to-date DBS disclosure. Minibus drivers are insured through the Farleigh Minibus policy. This is reviewed annually. Once a driver has passed their 70th birthday, they will be asked to retire.
 - Drivers must always be accompanied by another adult or volunteer when transporting children.
 - Volunteers are responsible for the safety of children at all times including getting on and off the bus.
 - It is the responsibility of the Kids on Track volunteers to ensure that all passengers are wearing seatbelts at all times.
 - One adult must always sit in the back when there are passengers on the bus.
 - It is the responsibility of the Kids on Track volunteers to check the bus is clean and tidy at the end of the day.
- All drivers must read the pick-up and drop off policy prior to driving a bus.
 - Drivers should hand the mini-bus keys into the Kids on Track Office at camp when they are not driving.
 - In the event of a bus breaking down the driver should call the Kids on Track Office at camp.



Drivers cont

- Minibuses are clearly labelled with the Farleigh school logo and it is the responsibility of the Kids on Track volunteers to ensure that nothing happens to bring the Farleigh reputation into disrepute.
- If (under exceptional circumstances) volunteers are using their cars for Kids on Track collection and drop off it is their responsibility to check they have the appropriate insurance, a current driving license and an up to date MOT.

Transport

Children attending Kids on Track camps will be transported to and from the camps from pick up points within Andover. These pick-up points are currently:

- Vigo Primary School
- Knights Enham Primary School
- The Refuge
- Portway Primary School
- The Skateboard park

All children attending camps should make their own way to and from these pick points. In exceptional circumstances where a parent is unable to ensure that the child can safely reach a pick-up point Kids on Track will organise a volunteer or taxi.

Kids on Track will only use taxi firms that have the appropriate safeguarding checks.

Parents are discouraged from dropping children directly at Farleigh in order to keep the site secure.

Minibuses are provided by Farleigh. Farleigh is responsible for the maintenance of the minibuses.

Health and Safety

Kids on Track aims to meet the Health and Safety requirements as far as reasonably possible in order to safeguard the well-being of all children, staff and volunteers on the camp. Kids on Track complies with The Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992 at all times. Kids on Track has appropriate insurance cover, including Employer's Liability Insurance and Public Liability Insurance.

All Staff members and Team Leaders are required to follow Kids on Track Health and Safety Procedures and are responsible for:



Health and Safety cont

Volunteers will receive a health and safety briefing before the start of each camp.

Please see the Health and Safety policy below for more detail:

Health and Safety Policy

Children with Medical Conditions

Administering Medicines

Prescription Medicine: Ideally children should take their medication before arriving at the Camp. If a child attending a Kids on Track camp requires prescription medication of any kind, their parent or carer must complete a Permission to Administer medicine form in advance. Staff at the camp will not administer any medication without prior written consent.

[Permission to administer medicine form](#)

Kids on Track can only administer medication that has been prescribed by a doctor, dentist, nurse or pharmacist. However, if a medicine contains aspirin we can only administer it if it has been prescribed by a doctor. All medication provided must have the prescription sticker attached which includes the child's name, the date, the type of medicine and the dosage.

A designated staff member will be responsible for administering medication or for witnessing self-administration by the child. The designated person will record receipt of the medication on a Medication Log, will check that the medication is properly labelled, and will ensure that it is stored securely during the session.

Before any medication is given, the designated person will:

- Check that the Camp has received written consent;
- Ask another member of staff to witness that the correct dosage is given.

When the medication has been administered, the designated person must:

- Record all relevant details on the Record of Medication Given form;
- Ask the child's parent or carer to sign the form to acknowledge that the medication has been given.

When the medication is returned to the child's parent or carer, the designated person will record this on the Medication Log.

If a child refuses to take their medication, staff will not force them to do so. The child's parent or carer will be notified, and the incident recorded on the Record of Medication Given.

Certain medications require specialist training before use, eg Epi Pens. If a child requires such medication Kids on Track will arrange appropriate training as soon as possible. It may be necessary to absent the child until such training has been undertaken. Where specialist training is required, only appropriately trained staff may administer the medication.



Administering Medicines cont

A child's parent or carer must complete a new Permission to Administer Medication form if there are any changes to a child's medication (including change of dosage or frequency).

Inhalers

Children will be encouraged to take personal responsibility for their inhalers although the Team Leader will offer to keep the medication safe until it is required. Inhalers must be labelled with the child's name.

Allergies

Parents / carers are asked to provide details of any allergies on the consent form. These are noted on the register and the bus register. All Team Leaders will be made aware of the allergies within their team.

If a child is required to carry an epi pen the parent must provide a permission to administer medicine form and provide training in the use of the pen. The epi pen must be prescribed by a doctor.

In the event of any allergic reaction the parent will be informed.

Long Term Conditions: Parents / carers are asked to provide details of any medical conditions on the consent forms.

If a child suffers from a long-term medical condition Kids on Track will ask the child's parents to provide a medical care plan from their doctor, to clarify exactly what the symptoms and treatment are so that Kids on Track has a clear statement of the child's medical requirements.

Team Leaders will be made aware of any medical conditions within their teams.

Behaviour Policy

Kids on Track uses effective behaviour management strategies to promote the welfare and enjoyment of children attending the camp. We aim to manage behaviour using clear, consistent and positive strategies. The camp rules are clearly displayed at every session, and are discussed regularly.



Whilst at the camp we expect children to:

- Use socially acceptable behaviour;
- Comply with the Camp rules, be kind, be safe, have fun;
- Respect one another, accepting differences of race, gender, ability, age and religion;
- Remain within the defined boundaries;
- Develop their independence by maintaining self-discipline;
- Choose and participate in a variety of activities;
- Ask for help if needed;
- Enjoy their time at the Camp.

Encouraging positive behaviour

At the camp positive behaviour is encouraged by:

- Staff acting as positive role models;
- Praising appropriate behaviour;
- Informing parents about individual achievements;
- Offering a variety of play opportunities to meet the needs of children attending the camp.

It is inevitable that as children develop and learn, there are times when they need support and guidance to understand that their behaviour is not acceptable. Staff at the camp will try to determine the cause or triggers of the inappropriate behaviour to prevent the situation from recurring.

Dealing with inappropriate behaviour

- Challenging behaviour will be addressed in a calm, firm and positive manner;
- In the first instance, the child will be temporarily removed from the activity;
- The Team Leader will discuss why the behaviour displayed is deemed inappropriate;
- The Team Leader will give the child an opportunity to explain their behaviour, to help prevent a recurrence;
- If after 5 minutes the child refuses to re-join the group the Team Leader will send for assistance from the Camp Leaders (Committee members) so that they can go back to focussing on the other children in the team;
- The Camp Leaders will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation;
- If the inappropriate behaviour appears to be as a result of boredom, The Camp Leaders will consult with the child to find activities that more fully engage them;
- There will be a time out area where a child can go to calm down if they need to;
- Any violence both verbal and physical towards the volunteers or other children will be recorded on an incident form and the child may be removed from camp.



If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, Kids on Track may decide to exclude the child. The reasons and processes involved will be clearly explained to the child.

Bullying

Kids on Track does not tolerate bullying in any form. Children/ Staff and Volunteers will be encouraged to report any incidents. An incident form will be filled out and, in the case of a child, a report made to the parents / carers.

The offender will be taken to one side and be told why their actions are considered to be bullying and informed of the consequences should it continue. If the bullying is from a child the parent(s)/guardian(s) of the child will be informed of the allegation made against their child.

If bullying continues, despite warnings, Kids on Track reserves the right to ask the individual to leave the camp.

Physical intervention

Physical intervention will only be used as a last resort, when volunteers believe that action is necessary to prevent injury to the child or others, or to prevent significant damage to equipment or property. If a volunteer must physically restrain a child, an Incident record will be completed. The incident will be discussed with the parent or carer as soon as possible.

If volunteers are not confident about their ability to contain a situation, they should call their Team Leader, Camp Co-Ordinator, Committee member or, in extreme cases, the police.

All serious incidents will be recorded on an Incident record.. This may be used to build a pattern of behaviour, which may indicate an underlying cause. If a pattern of incidents indicates possible abuse, we will implement child protection procedures in accordance with our Safeguarding policy.

Corporal punishment

Corporal punishment or the threat of corporal punishment will never be used at the camp.

We will take all reasonable steps to ensure that no child who attends our camp receives corporal punishment from any person who cares for or is in regular contact with the child, or from any other person on our premises.



Emergency Evacuation Policy

In the event of an emergency, our primary concern will be to ensure that both children, staff and volunteers are kept safe. If it is necessary to evacuate, the following steps will be taken:

If a fire or emergency is identified by the Kids on Track team, the following procedures will take place:

- The Fire Officer will be alerted
- The Fire Officer will activate the fire alarm
- The Fire officer will only use the fire extinguisher if the route is blocked or it is a small fire which can be handled

Once the fire alarm has been activated:

- All children will be escorted from the building to the assembly point using the nearest safe exit.
- No attempt will be made to collect personal belongings, or to re-enter the building after evacuation.
- The Fire Officer will check the alarm and try to establish the location of the fire but only where it is safe to do so
- The Fire Officer will contact emergency services if appropriate and contact Tim Lee Elliott.
- A nominated member of staff will collect the working file providing that this does not put anyone at risk.
- Before leaving the building the nominated person will close all accessible doors and windows, if it is safe to do so, and check no children are in the grounds.
- The register will be taken and all children and volunteers accounted for.
- If any person is missing from the register, the emergency services will be informed immediately.
- If the severity of the fire is such that the camp can no longer take place, Team Leaders will notify parents that the buses will return to Andover earlier than expected.
- If the register is not available, the Camp Leaders will use the emergency contacts list.
- All children will be supervised until they are safely collected.

Fire Officers

Katy Wade/Georgie Bateman

Nominated People

Camp Leader will collect register and will check windows / doors and check grounds

Assembly Point

Grass next to Astro pitches



Complaints Policy

Kids on Track views all complaints as an opportunity to develop and improve our services, as well as a chance to put things right for the person that has made the complaint. The Policy aims:

- To provide a fair complaints procedure that is clear and easy to use for anyone wishing to make a complaint.
- To publicise the existence of the complaints procedure so that people know how to contact us to make a complaint.
- To make sure everyone at Kids on Track knows what to do if a complaint is received.
- To make sure all complaints are investigated fairly and in a timely way.
- To make sure that complaints are, wherever possible, resolved and that relationships are repaired.
- To gather information which helps us to improve what Kids on Track do in the future

Definition of a complaint

A complaint is any expression of dissatisfaction, whether justified or not, about any aspect of Kids on Track.

Confidentiality

All complaint information will be handled sensitively, talking to those who need to know and following any relevant data protection requirements.

Complaints Procedure

Stage one

Complaints about aspects of camp activity:

- The Camp Leaders will discuss the matter informally with the parent or carer concerned and aim to reach a satisfactory resolution.

Complaints about an individual volunteer or member of staff:

- The matter will be discussed with the Camp Leaders, who will then discuss the complaint with the volunteer and try to reach a satisfactory resolution.

Stage two

If it is impossible to reach a satisfactory resolution to the complaint through informal discussion, the parent or carer should put their complaint in writing to the CEO of Kids on Track, who will:

- Acknowledge receipt of the letter within 7 days.
- Investigate the matter and notify the complainant of the outcome within 28 days.
- Send a full response in writing, to all relevant parties, including details of any recommended changes to be made to the camp's practices or policies as a result of the complaint.



Stage two cont

- Meet relevant parties to discuss the camp's response to the complaint, either together or on an individual basis.
- If child protection issues are raised, the Camp Leaders will refer the situation to the DSL, who will then contact the Local Authority Designated Officer (LADO) and follow the procedures of the Safeguarding Children Policy. If a criminal act may have been committed, the DSL will contact the police.

Equal Opportunity Policy

Kids on Track will ensure that a safe and caring environment is provided on camp, free from discrimination, including children with additional needs.

As part of this policy people will:

- Respect the different racial origins, religions, cultures and languages in a multi-ethnic society so that each child is valued as an individual without racial or gender stereotyping.
- Not discriminate against children on the grounds of disability, sex, age, race, sexual orientation, class, family status or any other personal characteristic that may be discriminated against.
- Help all children to celebrate and express their cultural and religious identity by providing a wide range of appropriate resources and activities.
- Strive to ensure that children feel good about themselves and others, by celebrating the differences which make us all unique individuals.
- Ensure that the camp's recruitment policies and procedures are open, fair and non-discriminatory.
- Work to fulfil all the legal requirements of the Equality Act.
- Monitor and review the effectiveness of its inclusive practice

Children with additional needs

Kids on Track recognises that the needs of individual children vary, and will endeavour to accommodate children with specific needs and/or medical conditions within the camp environment. It is our policy not to exclude any child due to specific needs and/or medical conditions wherever possible.

However, as the camps are staffed mainly by volunteers, we do not have the training in place to safely support children with very specific needs. Therefore, where a child has an Education and Health Care Plan (EHCP) that states specific requirements such as 1:1 we may not be able to provide the support that is needed to keep the child safe. We will therefore review on an individual basis whether we can support the needs of a EHCP child.



Confidentiality Policy

At Kids on Track we respect the privacy of the children attending the Camp and the privacy of their parents or carers. Our aim is to ensure that all those attending the camps can do so with confidence. We will respect confidentiality in the following ways:

- Parents can ask to see the records relating to their child but will not have access to information about any other children. Volunteers only discuss individual children for purposes of planning, group management and to keep children safe.
- Volunteers are made aware of the importance of confidentiality during their induction process.
- Information given by parents to Camp Leaders will not be passed on to third parties without permission unless there is a safeguarding issue (as covered in our Safeguarding Policy).
- Issues relating to the employment of staff, whether paid or voluntary, will remain confidential to those making personnel decisions.
- Confidential records are stored securely.

Date agreed by Trustees: June 10th 2024

Next review Date: June 2025

Signature of Chief Executive Officer: Victoria Strong