

Kids on Track Child Protection and Safeguarding Policy

Approved By Trustees
October 2025
Review due October 2026

Policy Statement

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all children.

We make every effort to provide a safe and welcoming environment underpinned by a culture of openness where both children and adults feel secure, able to talk and believe that they are being listened to.

We maintain an attitude of “it could happen here” where safeguarding is concerned.

The purpose of this policy is to provide staff, volunteers and trustees with the framework they need in order to keep children safe and secure on our camps / activity days and to inform parents and guardians how we will safeguard their children whilst they are in our care.

Specific guidance is available to staff within the procedure documents.

Definitions Within this document:

Child Protection is an aspect of safeguarding, but is focused on how we respond to children who have been significantly harmed or are at risk of significant harm.

The term **Staff** applies to all those working for or on behalf of Kids on Track, full time or part time, in either a paid or voluntary capacity.

Child refers to all young people who have not yet reached their 18th birthday.

Parent refers to birth parents and other adults in a parenting role for example adoptive parents, stepparents, guardians and foster carers.

Abuse could mean neglect, physical, emotional or sexual abuse or any combination of these. Parents, carers and other people can harm children either by direct acts and / or failure to provide proper care. Explanations of these are given within the procedure document.

Principles and Values

- All children regardless of age, gender, race, ability, sexuality, religion, culture or language have a right to be protected from harm.
- All staff / volunteers have a key role in prevention of harm and an equal responsibility to act on any suspicion or disclosure that may indicate a child is at risk of harm in accordance with the guidance.
- We acknowledge that working in partnership with other agencies protects children and reduces risk and so we will engage in partnership working throughout the child protection process to safeguard children.
- Whilst Kids on Track will work openly with parents as far as possible, the charity reserves the right to contact children's social care or the police, without notifying parents if this is in the child's best interests.

Leadership and Management

We recognise that staff / volunteers anxiety around child protection can undermine good practice and so have established clear lines of accountability, training and advice to support the process and individual staff within that process.

In this organisation, any individual can contact the designated safeguarding lead if they have concerns about a young person.

The DSL is Francesca Gardner and the deputy DSL is Kiki Godson.

As an employer we follow safer recruitment guidance as set out in Keeping Children Safe in Education 2022.

Safer Recruitment

Kids on Track's reputation for high quality childcare depends on the professionalism and hard work of all staff. 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 roles within Kids on Track have a job description which includes a section on safeguarding and promoting the welfare of children

Any adverts will include a section on Kids on Track's commitment to safeguarding and make clear the checks that will be undertaken.

All staff/volunteers are required to complete an [application form](#) and provide two references. Any applicant not previously known to the committee is interviewed.

All volunteers over 16 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.

If the DBS identifies a concern that is unrelated to looking after children an additional reference will be sought and Trustee approval for allowing this individual to be a volunteer will be sought.

All volunteers under 16 must be accompanied by a responsible adult. No adult can be responsible for more than three under 16 year olds.

All staff/volunteers will be asked to sign that they have read the volunteer handbook which includes a staff/ volunteer code of conduct.

All external trainers / activity leaders will be asked to provide evidence that they have an up to date clear DBS certificate. Anyone not providing a DBS certificate will be supervised at all times.

Any visitors to Kids on Track camps or other events will be asked to sign the visitors books and will be supervised at all times.

Training

The DSL will have regular up to date DSL training.

All staff / volunteers are expected to be aware of the signs and symptoms of abuse and must be able to respond appropriately. Therefore, all members of the charity who have unsupervised access to children including team leaders, committee members and mentors will receive annual face to face training. Occasional volunteers who help only at the camps will be asked to sign that they have read the volunteer handbook which contains safeguarding information and will receive a briefing prior to each day of the camp.

This policy will be updated during the year to reflect any changes brought about by new guidance. These will be communicated to staff / volunteers via briefings.

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, Tor Strong 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 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 smoking or drinking during 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.

Transporting Children- Camp

- All minibus 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.
- Drivers should always be accompanied by another adult when transporting children. However, it is recognised that as part of the mentoring role mentors will need to be in a car with a child unaccompanied. Individual risk assessments will be carried out for each mentee to identify children for whom this may be a concern

- Volunteers are responsible for the safety of children at all times including getting on and off the bus/car.
- 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 bus 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 when they are not driving.
- In the event of a bus breaking down the driver should call the Kids on Track Office.
- 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, that they have a current licence and an up to date MOT.

Mentoring

Mentors are expected to arrange their mentee getting to and from events and activities. Mentors should avoid transporting a child alone. If necessary, the mentor can give the mentee a lift in their own car, but this is at the discretion of the mentor and after discussion with the Mentoring Team. The child must travel in the back. Taxis will only be provided if it is deemed unsafe for the child / young person to walk home and there is no other reasonable alternative. Any taxi should be booked through the Admin Assistant after approval from a member of the Senior Programme team. Kids on Track will only use taxi firms that have the appropriate safeguarding checks.

Staff/volunteers, who are expected to use their own vehicles for transporting children should ensure that the vehicle is roadworthy, with a current MOT certificate, appropriately insured (notify the insurance company of occasional volunteer use) and that the maximum capacity is not exceeded. Drivers should do their utmost to spend the least amount of time alone in a car with a young person and where transporting a number of children/young people, should be mindful of not leaving the most vulnerable in the car until last where possible. If possible two adults should travel with the children.

It is inappropriate for staff to offer lifts to a child or young person outside their normal working or volunteering duties, unless this has been brought to the attention of the Senior Programme Co-ordinator and has been agreed with the parents/carers.

There may be occasions where the child or young person requires transport in an emergency situation or where not to give a lift may place a child at risk. Such circumstances must always be recorded and reported to the Senior Programme Co-ordinator and parents/carers.

Children with Medical Conditions

Kids on Track has strict procedures for dealing with children with medical conditions, these are outlined in the Camp Policy.

Camp Policy

Managing Poor Behaviour

Kids on Track has a clear behaviour policy for dealing with any behaviour that may put other children at risk. This includes procedures for physical intervention and dealing with bullying. This is included in the camp policy.

Camp Policy

Referral

Following any concerns raised by staff, the DSL will assess the information and consider if significant harm has happened or there is a risk that it may happen. If the evidence suggests the threshold of significant harm, or risk of significant harm has been reached; or they are not clear if the threshold is met, then the DSL will contact children's social care and if appropriate the police. If the DSL is not available or there are immediate concerns, the staff member will refer directly to children's social care and if appropriate the police.

Generally the DSL will inform the parents prior to making a referral however there are situations where this may not be possible or appropriate.

Confidentiality

- We maintain that all matters relating to child protection are to be treated as confidential and only shared as per the 'working together' guidance.
- Information will only be shared with agencies who we have a statutory duty to share with or individuals within the school who 'need to know'.
- All staff are aware that they cannot promise a child to keep a disclosure confidential.

Dealing with allegations against staff

If a concern is raised about the practice or behaviour of a member of staff / volunteer or visitor this information will be recorded and passed to the DSL Francesca Gardner. The local authority designated officer (LADO) will be contacted and the relevant guidance will be followed.

If the allegation is against the DSL the person receiving the allegation will contact the Chair of Trustees.

Dealing with allegations against participants on the camp.

If a concern is raised that there is an allegation of a camp attendee abusing another pupil during the camp, the 'dealing with allegations against camp attendees' guidance will be followed (Annex 6)

Annual review

This policy will be reviewed annually

Roles and responsibilities within Kids on Track

Staff / volunteers responsibilities

All staff/ volunteers have a key role to play in identifying concerns early and in providing help for children. To achieve this they will:

- Establish and maintain an environment where children feel secure, are encouraged to talk and are listened to.
- Ensure children know that there are adults whom they can approach if they are worried about any problems.
- Attend training in order to be aware of and alert to the signs of abuse.
- Maintain an attitude of “it could happen here” with regards to safeguarding.
- Recognise that abuse, neglect or other adverse childhood experiences could have an impact on mental health and behaviour
- Record their concerns if they are worried that a child is being abused and report these to the DSL or DDSL as soon as practical that day.
- If the disclosure is an allegation against a member of staff they will follow the allegations’ procedures (Annex 5).
- Support pupils in line with their child protection plan.
- Treat information with confidentiality but never promising to “keep a secret”.
- Ensure they know who the designated safeguarding leads (DSL) are and know how to contact them.

DSL

The DSL will

- Ensure every member of staff/ volunteer knows who the DSL is, is aware of the DSL role and has their contact details
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the DSL
- Ensure that training occurs annually so that staff and volunteers can fulfil their responsibilities.
- Keep written records of child protection concerns securely and separately from the main camp file and use these records to assess the likelihood of risk
- Link with the HSCB to make sure staff are aware of the latest local policies on safeguarding

- Report any signs of abuse to relevant bodies / agencies in a timely manner avoiding any delay that could put the child more at risk.
- Attend regular DSL training
- Ensure Staff / Volunteers who need to know about safeguarding issues pertaining to individual children are kept informed.
- Develop, implement and review procedures that enable identification and reporting of all safeguarding concerns.

Trustees Responsibilities

- Ensure Kids on Track has effective safeguarding policies and procedures including a Child Protection Policy, a Staff Code of Conduct, and a Behaviour Policy
- Ensure that recruitment, selection and induction follows safer recruitment practice, including all appropriate checks.
- Allegations against staff are dealt with by the DSL. Allegations against the DSL are dealt with by the Chair of Trustees.
- Staff / Volunteers have been trained appropriately and this is updated in line with guidance
- Any safeguarding deficiencies or weaknesses are remedied without delay

Kids on Track Child Protection procedures

Overview

The following procedures apply to all staff and volunteers helping at the camps and will be covered by training to enable staff to understand their role and responsibilities. The aim of our procedures is to provide a robust framework which enables staff to take appropriate action when they are worried a child is being abused.

The prime concern at all stages must be the interests and safety of the child. Where there is a conflict of interest between the child and an adult, the interests of the child must be paramount.

All staff are aware that children with disabilities, special needs or with language delay may communicate concerns with behaviours rather than words. Additionally, staff will question the cause of knocks and bumps in children who have limited mobility.

If a member of staff suspects abuse or they have a disclosure of abuse made to them they must:

1. Make an initial record of the information either using the paper based forms or through the electronic safeguarding form.
2. Report it to the DSL immediately
3. The DSL will consider if there is a requirement for immediate medical intervention, however urgent medical attention should not be delayed if DSL is not immediately available (see point 6 below)
4. Make an accurate record (which may be used in any subsequent court proceedings) as soon as possible and within 24 hours of the occurrence, of all that has happened, including details of:
 - a. Dates and times of their observations
 - b. Dates and times of any discussions they were involved in.
 - c. Any injuries
 - d. Explanations given by the child / adult
 - e. What action was taken
 - f. Any actual words or phrases used by the child
5. The records must be signed and dated by the author.
6. In the absence of the DSL or their Deputy, be prepared to refer directly to Children's Social Care (and the police if appropriate) if there is the potential for immediate significant harm.

Following a report of concerns from a member of staff, the DSL must:

1. Decide whether or not there are sufficient grounds for suspecting significant harm in which case a referral must be made to Children's Social Care and the police if it is in keeping with the National Police Chiefs Council "When to call the Police" guidance. The rationale for this decision should be recorded by the DSL
2. Normally the DSL should try to discuss any concerns about a child's welfare with the family and where possible to seek their agreement before making a referral to Children's Social Care. However, in accordance with DfE guidance, this should only be done when it will not place the child at increased risk or

could have an impact on a police investigation. Where there are doubts or reservations about involving the child's family, the DSL should clarify with Children's Social Care or the police whether the parents should be told about the referral and, if so, when and by whom. This is important in cases where the police may need to conduct a criminal investigation. The child's views should also be taken into account as appropriate.

3. If there are grounds to suspect a child is suffering, or is likely to suffer, significant harm they must contact children's social care via the interagency form, stating
 - a. the known facts
 - b. any suspicions or allegations
 - c. whether or not there has been any contact with the child's family
4. If the DSL feels unsure about whether a referral is necessary they can phone children's reception team (CRT) on 01329 225379 to discuss concerns
5. If there is not a risk of significant harm, then the DSL will inform the relevant family support worker or school.
6. If a child is in immediate danger and urgent protective action is required, the police should be called. The DSL should also notify children's social care of the occurrence and what action has been taken
7. When a pupil is in need of urgent medical attention and there is suspicion of abuse the DSL should take the child to the accident and emergency unit at the nearest hospital, having first notified children's social care. The DSL should seek advice about what action children's social care will take and about informing the parents, remembering that parents should normally be informed that a child requires urgent hospital attention.

Annex 7 - Briefing sheet for volunteers at Kids on Track

While working for Kids on Track you have a duty of care towards the children on the camp. This means that at all times you should act in a way that is consistent with their safety and welfare.

In addition, if at any time you have a concern about a child or young person, particularly if you think they may be at risk of abuse or neglect, it is your responsibility to share that concern with the designated safeguarding leads (DSLs), who are Kiki Godson and Sara Falk.

This is not an exhaustive list but you may have become concerned as a result of:

- observing a physical injury, which you think may have been non-accidental
- observing something in the appearance of a child or young person which suggests they are not being sufficiently well cared for
- observing behaviour that leads you to be concerned about a child or young person
- a child or young person telling you that they have been subjected to some form of abuse
- observing adult behaviour that leads you to be concerned about their suitability to work with children or young people.

In any of the circumstances listed here, you must write down what you saw or heard, date and sign your account, and give it to the DSL as soon as possible and no longer than 24 hours. This may be the beginning of a legal process – it is important to understand that legal action against a perpetrator can be seriously damaged by any suggestion that the child has been led in any way.

If a child talks to you about abuse, you should follow these guidelines:

- Rather than directly questioning the child, just listen and be supportive
- Never stop a child who is freely recalling significant events, but don't push the child to tell you more than they wish
- Make it clear that you may need to pass on information to staff in other agencies who may be able to help – do not promise confidentiality. You are obliged to share any information relating to abuse or neglect
- Write an account of the conversation immediately, as close to verbatim as possible. Put the date and timings on it, and mention anyone else who was present. Then sign it, and give your record to the designated person/child protection officer, who should contact children's social care if appropriate

The charity has a policy on safeguarding children and young people which you can find, together with the local procedures to be followed by all staff, in the theatre. Remember, if you have any concerns, discuss them with the DSL.

Annex 9 - Useful contacts

Key Personnel	Name (s)	Telephone No.
DSL DDSL	Francesca Gardner Kiki Godson	07981 882214 07771 852386
Children's referral team		01329 225379
Out of hours social care		0300 555 1373
Police		101 or in emergencies 999
Safeguarding advisors / local authority designated officers (LADOs)	Barbara Piddington Fiona Armfield Mark Blackwell	HCC Safeguarding Unit 01962 876364 Child.protection@hants.gov. uk