

# APF Activity Camps Safeguarding Policy for Staff (summary)

**Effective Date:** 28 August 2024

**Review Date:** August 2025

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## 1. Introduction

At APF Activity Camps, safeguarding the welfare of children is our utmost priority. Staff are expected to create and maintain a safe environment where all children are protected from harm. This policy outlines procedures and responsibilities to ensure the safety and well-being of children in our care.

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## 2. Key Principles

- Safeguarding is a shared responsibility.
  - All staff must act in the best interests of children and report any concerns without delay.
  - All children have the right to feel safe and be protected from abuse and neglect.
  - Information should only be shared with appropriate personnel to safeguard children effectively.
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## 3. Designated Safeguarding Leads (DSL and DDSL)

### Designated Safeguarding Lead (DSL):

- **Name:** Kaz James
- **Phone:** 07760335117
- **Email:** kjames@apfactivitycamps.com

### Deputy Designated Safeguarding Lead (DDSL):

- **Name:** Sarah Swords
- **Phone:** 07555 748 7776
- **Email:** support@apfactivitycamps.com

The DSL and DDSL are responsible for overseeing safeguarding procedures, supporting staff, and liaising with external agencies when required.

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## 4. Safer Recruitment and Training

- All staff must undergo an Enhanced DBS check with barred list clearance before working with children.
  - New hires must complete safeguarding induction training, including recognising and reporting abuse.
  - Annual refresher training is mandatory for all staff to ensure they remain updated on safeguarding practices.
  - Early Years Practitioners and Camp Managers must hold relevant qualifications, such as a Level 3 childcare qualification, and paediatric first aid certification is required for key roles.
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## 5. Recognising and Reporting Abuse

### Types of Abuse:

- **Physical:** Unexplained injuries, frequent absences due to illness, or aggressive behaviour.
- **Emotional:** Excessive withdrawal, low self-esteem, or a lack of confidence.
- **Sexual:** Inappropriate sexual behaviour or knowledge beyond the child's age.
- **Neglect:** Persistent hunger, poor hygiene, or lack of appropriate supervision.

### Procedure for Reporting Concerns:

1. Inform the DSL (or DDSL in their absence) as soon as possible.
  2. Record the concern in the Safeguarding Record Book, detailing the child's words and any observations.
  3. Follow guidance provided by the safeguarding team and cooperate with any investigations.
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## 6. Staff Code of Conduct

- Maintain professional boundaries at all times. Avoid one-to-one situations with children in secluded areas.
  - Never engage with children on personal social media platforms.
  - Physical contact must be appropriate, necessary, and non-invasive.
  - Uphold confidentiality while ensuring concerns are reported to the relevant safeguarding lead.
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## 7. Low-Level Concerns

A low-level concern refers to any behaviour by a staff member that does not meet the threshold of a safeguarding allegation but could indicate a breach of the Code of Conduct.

### Examples include:

- Over-familiarity with a child.
- Engaging in overly personal conversations.

- Favouritism towards certain children.

### **Reporting Procedure:**

1. Report the concern verbally to the DSL or DDSL immediately.
  2. Complete a Low-Level Concern Form.
  3. All concerns will be logged and addressed appropriately.
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## **8. Allegations Against Staff**

If a child or another staff member raises an allegation against a staff member:

- Inform the DSL or DDSL immediately.
  - If the allegation concerns the DSL, notify the DDSL or the Local Authority Designated Officer (LADO).
  - The accused staff member may be suspended during the investigation to ensure child safety.
  - Maintain strict confidentiality throughout the process.
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## **9. Online Safety**

- Staff must use technology responsibly and in line with APF's Online Safety Policy.
  - Educate children on the risks of the internet, including cyberbullying and grooming.
  - All online incidents must be logged in the Safeguarding Record Book and reported to the DSL or DDSL.
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## **10. Policy Review**

This policy will be reviewed annually to remain compliant with statutory requirements and best practices. Feedback from staff will be considered to enhance the effectiveness of safeguarding measures.

**For queries, contact the DSL or DDSL using the details provided above.**