

## **SAFEGUARDING POLICY**

The Safeguarding Policy is supported by both internal company policies and procedures as well as external guidance and regulations.

Experience Education Internal Policy Procedural documents:

- Prevent Policy
- Experience Education Safeguarding Policy & Procedures
- Whistleblowing Policy
- Photography and Filming Policy
- Gender Questioning Children or Customers

This policy has been developed to adhere to the statutory requirements within the following legislation:

- Data Protection Act (2018) & The General Data Protection Regulation (GDPR) (2018)
- Working Together to Safeguard Children (2023)
- Children Act (1989) & (2004)
- Children and Families Act (2014)
- Keeping Young Children Safe in Education (September 2024)
- Disclosure and Barring Service Code of Practice (November 2015)
- Sexual Offences Act (2003)
- Equality Act (2010) (including the Public Sector Equality Duty)
- Counter-Terrorism and Security Act (2015)
- Prevent Duty Guidance for England and Wales (2023)

### **SCOPE**

This policy applies to all employees of SkiBound, Travelbound, Edwin Doran, Masterclass & JCA, part of Experience Education.

### **PURPOSE**

This policy sets out Experience Education's approach to safeguarding and promoting the welfare of children and adults at risk. It applies to all aspects of our work and to everyone working for Experience Education. The rationale of the policy is to contribute to the personal safety of all children and adults using our facilities and resources, through actively promoting awareness and good practice.

The purpose of this policy is to;

- Protect children and adults at risk who attend a trip or are involved in an activity provided by the brands within Experience Education.
- Provide staff with the overarching principles that guide our approach to child protection.

### **POLICY**

It is the policy of Experience Education that the welfare of children is paramount and that we have a responsibility to promote and practice in a way that protects them.

Experience Education has a duty of care to safeguard all children involved in its activities from harm. All children have a right to protection, and adults at risk must be taken into account.

The policy is supported by the Experience Education Policy Procedural Document, where further information on how we Safeguard our customers and employees.

## **DEFINITION**

Safeguarding is the action that is taken to promote the welfare of children and protect them from harm and is specifically defined by the NSPCC as;

- Protecting children from abuse and maltreatment
- Preventing harm to children's health or development
- Ensuring children grow up with the provision of safe and effective care
- Taking action to enable all children and young people to have the best outcomes

It focusses on protecting individual children identified as suffering or likely to suffer significant harm. This includes child protection procedures which detail how to respond to concerns about a child.

All staff have a personal responsibility for safeguarding the welfare and wellbeing of all children and adults at risk of harm by protecting them from abuse which may be:

- Neglect
- Emotional or Psychological abuse
- Physical abuse
- Sexual abuse
- Financial or material abuse
- Discriminatory abuse

## **RECRUITMENT**

Experience Education carries out safe recruitment checks on everyone who come into regular contact with children.

Candidates will be asked at the point of interview for details of any criminal convictions, in line with the Rehabilitation of Offenders Act 1974. All new appointments are subject to a satisfactory Disclosure and Barring Service (DBS) or Disclosure Scotland check and employment referencing check.

Successful candidates will be subject to the successful completion of a probationary period where individual conduct, performance and suitability to the role will be assessed.

## **EXPECTATIONS OF STAFF**

Everyone working for Experience Education has a responsibility to familiarise themselves with this safeguarding policy and the procedures that go with it. They must maintain a proper focus on the safety and welfare of children in all aspects of their work.

Employees must inform their manager if they or any adult living in their household become(s) the subject of an allegation of abuse against a child or a police enquiry, irrespective of the nature of that enquiry.

Employees who have concerns about the behaviour of a colleague must always raise this with their line manager or a member of the HR Team immediately.

Safeguarding also includes all staff acting in a responsible way to avoid any false allegations of inappropriate behaviour being made about their conduct that would give cause for concern.

## **REPORTING PROCEDURES**

Cases of abuse should only be dealt with by trained people such as the local authorities, police and social workers. Employees are not expected to and should never enter into counselling procedures or take any action above and beyond this policy. It is however the employee's responsibility to report, record and pass information onwards following the Child Protection reporting procedures.

Where there are cases involving employees of Experience Education, it is the responsibility of the Designated Safeguarding Lead to determine what action, if any, should be taken.

### Employee Responsibilities

When an employee becomes aware of any allegation, suspicion or disclosure of misconduct towards a child or adults at risk they should:

- Report to their line manager immediately
- Record the details and facts appropriately
- Never investigate the accused person(s)
- Ensure the child or children are in no immediate danger and if so take steps to prevent further harm.
- Never ignore what has been seen or heard and never be fearful of reporting an incident

### Line Manager Responsibilities

When a Line Manager becomes aware of any allegation, suspicion or disclosure of misconduct towards children they should:

- Review the details and facts to assess the situation and identify individuals involved
- Seek advice from Designated Safeguarding Lead if in relation to an employee to determine what action if any should be taken.

## **ROLES AND RESPONSIBILITIES**

The legal situation is complex and therefore we have appointed a Designated Safeguarding Lead (Designated person) who has received training in this specific duty and who is responsible for maintaining their professional development in this area and overseeing and co-ordinating the company's approach to Safeguarding. The Designated Safeguarding Lead holds all the key documents and is able to consult the police and social services. The Designated Safeguarding Lead is not entitled to give formal legal advice but is able to obtain such advice from experts. In the absence of the Designated Safeguarding Lead the Deputy Safeguarding Lead take on this function. The Designated Safeguarding Lead will liaise closely with police, the local safeguarding children's boards and multi-agency safeguarding hubs where appropriate. All staff as stated above have a responsibility to work within the framework of this policy and to adhere to all relevant and current legislation.

## **SAFEGUARDING TRAINING**

Experience Education is committed to ensuring that everyone who works for us understands their safeguarding responsibilities and keeps their knowledge up to date. All staff that come into regular contact with children will be required to undertake training during the start of their employment and specific to each business brand.

## **REVIEW AND IMPROVE**

We are determined to keep improving our knowledge and understanding of how best to protect children. We will review our own practices regularly to ensure that we are placing the right emphasis on safeguarding in our work. We will carry out robust reviews of our actions in cases where children suffer serious harm under our services and where these cases raise questions about Experience Education's practice that need to be examined.

The main purpose of the reviews is to learn lessons about when our systems need to improve to protect children better in future.

**Designated Safeguarding Team**

Designated Safeguarding Lead (DSL)  
Matt Smith – Compliance & Operations Manager  
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Deputy Designated Safeguarding Lead  
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Deputy Designated Safeguarding Lead  
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**Safeguarding Trained Staff (NSPCC DSO Trained)**

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