



Big School Camp
Safeguarding & Child Protection Policy



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Introduction

Big School Camp is committed towards safeguarding and promoting the welfare of all pupils and young people under the age of 18. This commitment includes:

- preventing maltreatment and/or abuse
- preventing their health or development being detrimentally impacted
- providing safe and effective care in Big School Camp
- taking positive action to enable each pupil to succeed

We recognise that the treatment of a pupil during their learning years can have a significant impact on their future. Every staff member of Big School Camp, from employees to freelance contractors, has a role to play in providing pupils with the best possible grounding for their personal and educational development.

We are committed towards implementing a high standard of behaviour and conduct within our company. This policy applies to every member of staff working or volunteering within Big School Camp.

Policy Aims

It is important that every member of staff understands their responsibilities in relation to the safeguarding of pupils. In order to provide appropriate protection for pupils, Big School Camp has the following aims:

- to ensure staff understand and are fully trained on child protection procedures
- all reasonable steps will be taken to minimise the risk of harm to pupil welfare
- all appropriate action will be taken to address safeguarding and welfare concerns within an appropriate timeframe
- to work alongside relevant parties to agree safeguarding policies and procedures.

Safeguarding Principles

The behaviour and conduct of members of staff contributes towards a learning environment where pupils feel safe and secure. Alongside this, valuing, respecting and listening to pupils creates a culture where each individual pupil is empowered to recognise what behaviour is appropriate, and what is inappropriate.

The principles which underpin our safeguarding measures include the following:

- adopting child protection guidelines
- implementing a code of conduct for staff and volunteers
- ensuring all appropriate recruitment checks are carried out against staff and volunteers
- timely communication of child protection concerns with parents or carers, staff and relevant services
- providing effective supervision, training and support for staff and volunteers.



Big School Camp will work with appropriate third parties and services to ensure the health and welfare of pupils is protected including, but not limited to, social care services and the police.

A designated safeguarding lead will be appointed to aid successful implementation of this safeguarding policy through taking steps such as supporting members of staff and liaising with external services. Big School Camp will maintain overall responsibility for the safeguarding of pupils.

Directors' responsibilities

Creating the right environment where safeguarding is at the forefront of all activities will require investment from the top level down. Therefore, Big School Camp leadership will maintain responsibility for the following actions:

- ensuring a legally compliant child protection policy is in place at all times
- monitoring compliance against the current policy and carrying out periodic policy reviews
- appointing and training a designated safeguarding lead
- implementing internal policies and procedures to address safeguarding allegations and concerns
- making appropriate referrals to the local authority designated officer (LADO), the Disclosure and Barring Service or Disclosure Scotland.

Management responsibilities

Safeguarding can occur within any part of Big School Camp, therefore, management staff are relied on to monitor safeguarding within their teams. Every member of staff appointed into a management position will have the following responsibilities:

- implementation and distribution of the child protection policy within their specific department
- reviewing and taking action to improve understanding of child protection procedures
- providing child protection support and mentoring for all members of staff they manage
- auditing and producing child protection reports for the governing body
- carrying out pre-employment DBS checks on staff and for departmental volunteers
- carrying out safeguarding training within their team inductions and undertaking updated training on an annual basis within their department, as a minimum.

Staff responsibilities

Members of staff are often those who are placed in the best position to identify safeguarding concerns. Additionally, they are also in a position of trust due to their responsibility for pupil care during camps. In order to ensure safeguarding is in place appropriately, staff will be responsible for:



- undertaking scheduled induction and updated training on safeguarding
- understanding their function in carrying out child protection procedures
- remaining aware of reporting requirements and who to contact if there are safeguarding concerns
- raising pupil awareness and understanding of child protection procedures
- remaining aware of how to identify signs of harm and documenting concerns
- taking timely action to report safeguarding concerns to the Designated Safeguarding Lead.

Designated Safeguarding Lead

Big School Camp has appointed a Designated Safeguarding Lead (DSL) to drive forward our commitment towards safeguarding pupils.

Our DSL will be responsible for maintaining communication and liaising with responsible parties, including making child protection referrals to social care, the local authority designated officer, DBS and/or the police, where appropriate. They will also communicate any safeguarding issues to the Head teacher and the governing body.

In order to carry out their DSL responsibilities, the DSL will undertake safeguarding training at least every two years which covers their requirements, responsibilities and safeguarding processes. As well as maintaining their own training, the DSL will ensure each member of staff, whether new or tenured, understands Big School Camp's safeguarding processes and receives appropriate training.

Our internal safeguarding and child protection policies will be periodically reviewed and updated by the DSL, at least once a year. Any updated policy will be distributed by the DSL to all members of staff, parents and carers, and pupils where appropriate.

Big School Camp's Designated Safeguarding Lead is Tom Lowrie, Director and they can be contacted on 01273 714400. Big School Camp's deputy Designated Safeguarding Lead is Gary Marlow, Director and they can be contacted on 01273 714400 in the absence of the DSL. In a school setting, the Designated Safeguarding Lead will be the Head Teacher.

Training

Every member of staff will receive safeguarding training scheduled by the DSL at least every year. If a member of staff feels they need additional training, or repeated training, Big School Camp will support this training need and the member of staff should approach the DSL in the first instance.

As part of their School induction programme, every new member of staff will receive safeguarding training covering the internal child protection policy and procedures.



Monitoring

The effectiveness of Big School Camp's safeguarding policy will be monitored by the DSL through data collections and observations undertaken periodically.

This policy will be reviewed on 1.2.2026.

Reporting

When any concerns about a young person are identified these should be raised with the Designated Safeguarding Lead.

If a child is in immediate danger or is at risk of harm, we will make a referral to children's social care and/or the police immediately.

Where referrals are not made by the Designated Safeguarding Lead due to not being able to contact them, we will inform the Designated Safeguarding Lead that a referral has been made as soon as possible.

Reporting child abuse to your local council via the following link directs you to your local children's social care contact number. www.gov.uk/report-child-abuse-to-local-council.

Overnight Stays

Where activities and visits involve overnight stays, careful consideration will be given to sleeping arrangements, taking into account issues of privacy and child protection. Children, young people, staff and parents will be informed of sleeping arrangements prior to the start of the trip by the school. Attention will be given to ensure safe staff/participant ratios and to the gender mix of staff. The school is responsible for managing the sleeping arrangements for their children and staff.

Risk of new Places & People

A key benefit of an outdoor experience on or off the school site, is that children and young people have the opportunity to explore new places and meet new people. This may leave them vulnerable unless they are adequately prepared and appropriate measures have been put in place to control any significant risks.

Relationships and Professional Behaviour

During outdoor learning, on & off-site visits and learning outside the classroom, relationships between staff and participants are often less formal than in the usual school or workplace.

Young people may also build relationships with each other and with other adults and young people from outside the group, activity instructors.

This can have many positive benefits, but it also brings risks, of which all staff involved will be made aware.

Adults are in a position of trust and need to ensure that their behaviour remains professional at all times and stays within clearly defined professional boundaries.



They are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.

They should operate and be seen to operate in an open and transparent way. The same professional standards should always be applied regardless of culture, disability, gender, language, racial origin, religious belief and/or sexual identity.

Big School Camp Staff must:

- Always be publicly open when working with children and young people, and avoid situations where they and an individual child or young person are completely unobserved.
- When physical touching is required (e.g. when coaching an activity) seek permission and do it openly – ideally with other staff present.
- Comfort or reassure a distressed child or young person in an age-appropriate way, whilst maintaining clear professional boundaries.
- Follow Big School Camps reporting procedures if a child or young person makes a disclosure of abuse which all staff are trained on and is in the Staffing Manual.

Big School Camp Staff must not:

- Engage in rough, physical, or sexually provocative games or horseplay
- Allow or engage in inappropriate touching in any form
- Allow children or young people to use inappropriate language unchallenged
- Make sexually suggestive comments to a child or young person in any context.

Photography & Video of Children

Recognisable photographs of children are regarded as personal data and are subject to data protection law. Big School Camp will require Parental consent for any photographs taken.

Sharing or publishing images of children can sometimes endanger them, even if this is done in a way that complies with data protection law. For example, a child might have been moved away from an abusive relative, and a photograph taken on a school visit might reveal the child's whereabouts. The NSPCC publishes guidance on photography and sharing images of children. Big School Camp will regularly check [this guidance](#) from the NSPCC.

The school is fully responsible for ensuring that the necessary consents are in place regarding photos and videos of their children and staff. Big School Camp encourages the camps to be recorded for the school's promotions and celebrations. The school must ensure that any child who does not have permissions to be involved in photos or video are not included. Big School Camp will not take images or video footage of any children/child. Big School Camp will only share images/videos that the school has shared or approved to be shared in the public domain.



Mobile Communications and Social Media

Mobile phones, smartphones and social media such as Facebook, Twitter and messaging services can be very useful in organising visits.

For example, they can be used for keeping parents informed about the progress of a residential visit, about changes in arrangements such as travel times, or in the event of an emergency. They can also present some challenges and risks, of which all staff should be aware.

Comments and/or photographs shared by students or staff on social media can appear very different when seen in another context. What appears at the time as a bit of harmless fun, or as a joke within the group, can easily become very damaging to the individual, or to the reputation of the establishment, students and staff when seen in another context by parents, colleagues, or members of the public. Once these things are shared by other users on social media they become very difficult to remove. You must remain vigilant and keep the following in mind:

- Allowing personal information to circulate on social media about vulnerable individuals (such as information about where they are spending a residential visit) can pose risks.
- Smart phones may give access to unsuitable web content.
- Individuals may be vulnerable to cyber-bullying.
- Big School Camp never holds any information about any child or members of school staff.

Behaviour Agreement for Social Media

Big School Camp will create a behaviour agreement, particularly for residential visits, addressing the issue of social media use either through applying existing establishment policies or by laying down some basic ground rules. This policy on the use of social media will take into account whether any children or young people are particularly vulnerable or have specific safeguarding needs. The following must be adhered to:

- Children and young people should be made aware of the risks in an age-appropriate way.
- All Staff should take care to keep confidential their personal information, phone numbers, social media profiles, etc.
- Staff should not engage in private texting or messaging with group members.
- Photographs of children or staff taken during visits should not be displayed on social networking sites.

Sun Safety

To ensure the well-being of children by implementing measures to protect them from the harmful effects of sun exposure, the following recommendations should be followed:



Sunscreen Application

- Apply a broad-spectrum sunscreen with at least SPF 30 on exposed skin. Reapply sunscreen every two hours, or more frequently if children are swimming or sweating. Big School Staff are not responsible for the application of sunscreen to children, our staff will remind children to apply. It is the school's responsibility to ensure that all children are regularly applying sun cream and that they are Sun Safe.

Protective Clothing

- Big School Camp encourages schools to make sure that their children use sun hats, sunglasses, and lightweight, long-sleeved clothing. Children are dressed appropriately to minimise sun exposure.

Outdoor Activity Schedule

- Outdoor activities will be planned around the strength of the sun.

Shade Provision

- Set up shaded areas, such as gazebos or shaded areas by trees or structures, for outdoor play and rest. Ensure shade is readily available during outdoor events or excursions.

Parental Involvement

- The school should communicate the Sun Safety Policy to parents and encourage their cooperation. Request parental consent for sunscreen application, if applicable.

This policy aims to create a safe and enjoyable environment for children while minimising the risks associated with sun exposure. Regular training, communication, and adherence to these guidelines are essential for the successful implementation of this Sun Safety Policy. Big School Camp staff are trained on implementing sun safety measures.

Safeguarding from Dehydration

To ensure the well-being of children by implementing measures to protect them from the harmful effects of dehydration, the following recommendations should be followed:

Water Availability & Water Bottles

- The school should provide access to clean and safe drinking water at all times and should ensure that all parents provide individual labelled water bottles for their children. Monitor and refill water bottles as needed. This is ultimately the school's responsibility.



Fluid Intake Records

- The school should maintain records of fluid intake during the day, especially for younger children. Communicate with parents about their child's hydration habits where required.

Educational Initiatives

- Educate children and adults about the importance of staying hydrated for their health and wellbeing. Use age-appropriate materials and discussions to raise awareness.

Parental Involvement

- The school should communicate the Safeguarding from Dehydration policy to parents and encourage their cooperation. Request parental consent for sunscreen application, if applicable.

Regular Breaks

- Promote regular water breaks to prevent dehydration, especially during warm weather.

Regular Review

- Periodically review and update the sun safety policy to incorporate best practices and address any emerging concerns.

Recognising Signs of Dehydration

- Big School Camp staff & school staff must recognise early signs of dehydration, establishing clear protocols for addressing dehydration concerns.

Emergency Procedures

- The school should develop procedures and plans for responding to severe dehydration or related medical issues. Ensure school staff members are trained to handle emergencies and seek medical assistance when necessary.

Documentation

- The school should maintain records of sunscreen applications, outdoor schedules, and any incidents related to sun exposure. Use incident reports to document and address any concerns promptly.

Temperature Considerations

- Adjust hydration strategies based on weather conditions, ensuring increased water intake during hot days.



Staff Modelling

- Set an example by having staff members visibly drinking water throughout the day. Encourage positive reinforcement when children make hydration choices.

This policy aims to create a safe and enjoyable environment for children while minimising the risks associated with sun exposure. Regular training, communication, and adherence to these guidelines are essential for the successful implementation of this Safeguarding from Dehydration Policy. Big School Camp staff are trained on implementing safeguarding from dehydration measures.

Safe Kit

School, Staff, Parents & Students are informed of all kit that is required for a safe camp. These items are needed for the duration of the day and for the overnight stay. All students must bring the following on the day:

- Waterproofs
- Sunscreen
- Water bottle
- Trousers - thick non-polyester trousers, chinos or jeans or thick tracksuit bottoms. These must be worn during the Fire Skills activity for safety. No shorts or leggings may be worn for this activity or the child cannot take part.
- Loose comfortable clothing for activities
- Hair bands (hair must be tied up)
- No jewellery, including watches or smart watches, etc
- Sun hat
- Sunglasses
- Warm jumper
- Trainers for activities (open shoes are not permitted)
- Full change of clothes including underwear
- Packed lunch (FSM will be provided)
- Separate bag for dirty clothes
- Asthma Pump if required (any other medical information should be communicated separately with School Contact)

Students must bring the following items if they are staying overnight:

- Sleeping bag
- Pillow
- Air bed/roll mat
- Bedtime clothing
- Towel
- Wash bag



Students are not to bring any of the following items:

- Phones
- Valuables
- Jewellery

Staff Vetting, DBS Checks & First Aid

All Big School Camp staff have full Enhanced DBS checks, all staff are First Aid Qualified.

DBS Confirmation

Big School Camp Ltd can confirm that all our staff working on site, or working directly with pupils are Enhanced DBS checked including Children's Barred List and all staff will have documentation to prove this.

Other Checks

- Personal/employment references
- Identity check
- Employment history
- Relevant qualifications
- Confirmation of the right to work in the United Kingdom.
- Additional checks if someone has lived or worked outside of the UK
- Big School Camp Ltd safeguarding training has been undertaken by all staff
- All staff have signed a declaration form confirming they have read and understood our Safeguarding & Child Protection Policy and will always adhere to these policies at all times
- All staff have agreed to follow the requirements within the Big School Camp Ltd Staffing Manual

Child Protection

Big School Camp fully recognises its responsibilities for child protection. Our policy applies to all staff and volunteers working for Big School Camp. There are four main elements to our policy:

1. Raising awareness of child protection issues and equipping children with the skills needed to keep them safe.
2. Developing and then implementing procedures for identifying and reporting cases, or suspected cases of abuse.
3. Supporting pupils who have been abused in accordance with his/her agreed child protection plan.
4. Establishing a safe environment in which children can learn and develop.



Our Child Protection Aims

- Establish and maintain an environment where children feel safe and secure at all times, are encouraged to talk, and are listened to.
- Ensure children know that there are adults whom they can approach if they are worried.

We follow the procedures set out by a combination of authorities such as Association for Physical Education (AfPE), National Society for the Protection of Cruelty to Children (NSPCC), schools and the Local Safeguarding Children Board and take account of guidance issued by the Department for Education and Skills in order to the following:

- Ensure we have a designated senior person for child protection who has received appropriate training and support for this role.
- Ensure every member of staff (including temporary and volunteers) and governing body knows the name of the designated senior person responsible for child protection and their role.
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated senior person responsible for child protection.
- Ensure that parents have an understanding of the responsibility placed on Big School Camp and staff for child protection by setting out its obligations in the Big School Camp prospectus.
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at case conferences.
- Keep written records of concerns about children, even where there is no need to refer the matter immediately.
- Ensure all records are kept securely.
- Follow procedures where an allegation is made against a member of staff or volunteer.
- While working with schools, who have their own Child Protection Policy, Big School Camp staff will act in accordance with their policy and notify the school of any issues related to Child Protection.

Children affected by past abuse or violence

We recognise that children who are abused or witness violence may find it difficult to develop a sense of self-worth. They may feel helplessness, humiliation, and some sense of blame. The school may be the only stable, secure, and predictable element in the lives of children at risk. When coaching or teaching within a particular setting their behaviour may be challenging and defiant or they may be withdrawn. We will endeavour to support the pupil through:



- The content of the programme
- The Big School Camp ethos which promotes a positive, supportive, and secure environment and gives pupils a sense of being valued
- Ensuring that the pupil knows that some behaviour is unacceptable, but they are valued and not to be blamed for any abuse which has occurred
- Liaison with other agencies that support the pupil such as social services, Child and Adult Mental Health Service, education welfare service and educational psychology service, in liaison with schools
- Ensuring that, where a pupil on the child protection register leaves, their information is transferred to the new school immediately and that the child's social worker is informed

All those who come in contact with children in their everyday working life have a duty to safeguard and promote the welfare of the child. It is important that all adults working with children are able to recognise possible signs of neglect or abuse and know the procedure to follow if they suspect anything. The welfare of the child is paramount and each case must be handled in a sensitive way.

Designated Child Protection Lead

Big School Camp's Designated Child Protection Lead is Tom Lowrie, Director and they can be contacted on 01273 714400. Big School Camp's deputy Designated Safeguarding Lead is Gary Marlow, Director and they can be contacted on 01273 714400 in the absence of the DSL. In a school setting, the Designated Child Protection Lead will be the Head Teacher.

General advice on Child Protection for Staff

- Do not put a child off if it is not a convenient time- they may not try again
- If possible, find a place where you can listen in privacy; this may require you to arrange for another adult to cover your session temporarily
- Explain carefully to the child that you must tell another adult- (director/head teacher) about what they have said and tell that person as soon as possible what you have heard
- Stay calm and reassuring and keep an open mind
- If you cannot understand what the child is saying quickly find someone who can and ask the child to share the information with them (e.g. a speech and language child-find support staff)
- Listen but do not ask leading questions or interrogate the child
- Avoid criticising the alleged perpetrator
- Do not assume no other child/adult is involved
- Do not stop the child who is freely recalling
- Record what you have heard using the child's own words putting date, time, place, who was present and what led up to the conversation



- School forms to be used to record information (if that is the setting); any 'rough' notes should also be kept
- If necessary, monitor child over a period of time and keep record
- If there are concerns about a particular child all staff must be made aware but know the importance of confidentiality
- It is the duty of any professional coming into contact with a child on the Child Protection Register to inform the key worker of any change in child's circumstances

Types of abuse

Physical

- Hitting, shaking, burning, throwing, poisoning, drowning or otherwise causing physical harm

Emotional

- Conveying to children that they are unloved, inadequate or worthless

Sexual

- Forcing or enticing a child to take part in sexual activities involving contact or non-contact

Neglect

- Persistent failure to meet a child's basic needs

What staff need to be aware of

- Who designated teacher is and who will carry out their responsibilities if they are unavailable
- Correct procedures for reporting an incident
- How to talk with child in an appropriate way
- How to identify signs and indicators of abuse
- What to do if an allegation is made against you or a colleague
- If you instinctively know something is wrong do not ignore it
- Be aware of the common sites for non-accidental injury diagram
- Be aware of flow chart for referral- attached to the rear of this policy
- If concerns arise outside school hours or in the holiday contact be aware of the contact number
- The police or NSPCC Child Protection helpline 0808 800 5000



The aftermath of abuse

Children may experience any of the following:

Triggers

- Something or someone who reminds them of some aspect of their abuse-name, smell, place etc.

Intrusive memory

- A recollection of some aspect of their abuse that is unsolicited and difficult to ignore or remove.

Panic attacks

- An overwhelming feeling of absolute fear and anxiety that may produce physical reactions such as sweating, difficulty in breathing or stiffening.

Inability to concentrate

- Inhibited capacity to focus due to intrusion, emotion or intensity of recollection.

Interrupted learning

- The child is too disturbed by events to be able to retrieve knowledge previously acquired or assimilate new information...

Negative self-image and avoidance

- The child considers themselves stupid, a failure, etc., angry and frustrated with self. Avoiding tasks or people due to fear of failure.

Compensation and concealment

- A contrived presentation of self or situation, denial of feeling.

Resignation or retaliation

- Withdrawal or retreat into self or attack and rejection of others- avoids socialisation, becomes aggressive, confrontational or blames others for their problems.

Self-harm

- Deliberately inflicting pain or injury to self.

Substance abuse

- Takes drugs/alcohol to escape the pain, memory or impact, overdosing on theirs or others prescribed medication.



Signs and Indicators of Abuse

Physical

- Unexplained burns or injuries
- Untreated or lingering injuries
- Bruises and abrasions around face, especially if recurring
- Damage or injury around mouth
- Bi-lateral injuries such as two black eyes
- Bruising to soft areas of face e.g. cheeks
- Bite marks
- Burns or scalds (note pattern and spread of injury-cigarette burns)
- Wheals suggesting beatings

Behavioural Indicators

- Improbable excuses for injuries
- Refusal to discuss injuries
- Admission of punishment which appears excessive
- Shrinks away from physical contact
- Refusal to undress/keeps arms/legs covered even in hot weather
- Fears of medical help
- Self-harming behaviour
- Aggression towards others
- Over compliant behaviour or watchful attitude
- Deterioration in school work
- Unexplained pattern of absences
- Fears or reluctance to return home or have parents contacted

Emotional (the most difficult to detect):

- Delays in physical or intellectual development
- Self-mutilation
- Over reaction to mistakes
- Continual self-deprecation
- Sudden speech disorder
- Social isolation
- Extremes of compliance, passivity and/or aggression/ provocativeness
- Compulsive stealing
- Rocking, sucking thumb, hair twisting
- Drug, alcohol, solvent abuse
- Fear of parents being contact

Neglect:

- Small in stature or poor physique
- Unkempt/washed/poor personal hygiene



- Constant hunger
- Constant tiredness
- Inadequate clothing
- Untreated medical problems
- Social isolation
- Low self esteem
- Lateness/non attendance
- Destructive
- Poor relationships with peers
- Compulsive stealing/scavenging
- Rocking, hair twisting, and thumb sucking

Sexual (affects child emotionally and physically):

- Love bites and other bite marks
- Self-harming
- Tiredness/lethargy
- Pregnancy or sexually transmitted diseases
- Sudden changes in behaviour/performance
- Too sexually aware for their age
- Public masturbation
- Fear of undressing
- Tendency to cry easily
- Regression to younger behaviour thumb sucking
- Depression and withdrawal

Disabled Children

The signs and indicators of abuse are the same, but some children may show these behaviours due to their impairment rather than abuse. Staff must be cautious not to stereotype or make assumptions – are they always like this or have they suddenly changed? Maybe possible to explain behaviours by other factors e.g. new medication.

This document is regularly added to, if you would like to suggest a development point or have any questions regarding our safeguarding and child protection policy then please do get in touch with us.

Closing Statement

Safeguarding and Child Protection is an important element of the Big School Camp vision and ethos and we trust that this information meets your safeguarding requirements. Should there be any further information required, please do not hesitate to contact Big School Camp Ltd at hello@bigschoolcamp.co.uk



Company Details

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