

# Equity Safeguarding 2018



One Jubilee Street, Brighton, East Sussex, BN1 1GE



## 1. Our Safeguarding Policy

### Safeguarding Definition

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

Child protection is part of the safeguarding process. It focuses 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.

Safeguarding applies to all children up to the age of 18.

### Our Policy Statement

Although Equity does not currently carry out any roles that would be regarded as 'regulated activities' as currently defined by the Department of Education, it recognises its responsibilities to do all it can to safeguard young people. This includes educating its workforce, who participate in and run its programmes.

Equity follows best practice standards as detailed by both the NSPCC and the Department of Education and regularly reviews and evaluates its practices to ensure continuous learning and improvement.

Our policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socio-economic background, children on our trips have a positive and enjoyable experience in a safe, child-centred environment where they are protected from abuse.

### Policy Principles

Our policy is to ensure that any incidents or concerns, however minor, that our procedure is followed and reported as soon as possible by emailing [safeguard@equity.co.uk](mailto:safeguard@equity.co.uk)

Our principles in enacting our policy are:

- To promote and prioritise the safety and wellbeing of children and young people.
- To ensure everyone understands their roles and responsibilities with respect to safeguarding and is provided with appropriate learning opportunities and training to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people.
- To ensure appropriate action is taken in the event of allegations/incidents/concerns of abuse and support is provided to the individual(s) who raise or disclose the concern.
- To minimise risk of the employment of unsuitable individuals by using appropriate recruitment procedures.
- To ensure robust safeguarding arrangements and procedures are in operation including the appointment of trained Designated Safeguarding Officers (DSO's).

Our policy and procedures will be widely promoted. Failure to comply with them will be taken extremely seriously and in some circumstances may constitute gross misconduct, leading to dismissal or termination of engagement.

We work in partnership with third parties and advise that they agree to terms that support our Safeguarding policy.

### Policy Review

Our policy will be reviewed regularly, at least on an annual basis or as required by changes in UK legislation. Policy reviews may also be undertaken following guidance from either the Department of Education or the NSPCC, or resulting from any significant change or event that may have taken place.

### Approval

This Policy is authorised by:

**SIGNATURE:**



**DATE: April 2018**

**David Campbell  
Managing Director  
Equity**

## 2. Safeguarding Procedures

### Procedure for Raising Concerns

Unless it is an emergency situation the following procedure will be followed:

1. Concerns will be raised with one of the Designated Safeguard Officers who will advise.
2. The Designated Safeguard Officers will record details of the concern and outcome of assessment using a Safeguarding Incident Report Form.
3. All reports, records and forms will be sent to [safeguard@equity.co.uk](mailto:safeguard@equity.co.uk) in order that the incident is logged and any appropriate actions followed up.

**ANY ASSESSMENT SHOULD NOT DELAY A REFERRAL – in an emergency our people are trained to contact the police on the local emergency number or if in England to call 999.**

### Recruitment and Vetting Procedure

Equity adheres to the Department of Education guidelines in our recruitment practices which include the following:

- All applications are reviewed by a trained member of the Recruitment team.  
An individual's identity is verified by a current valid passport (or other approved documentation as set out by the Home Office).
- All prospective employee references are verified, including particular experience with children.
- All Equity ski representatives/technicians/peak representatives and UK staff regularly travelling with school groups will receive a Disclosure and Barring Service (DBS) 'Enhanced' check every three years. All other overseas employees will receive a Basic DBS check.

### Training on Safeguarding

All relevant employees overseas and representatives for the company receive safeguarding training on joining the business and regular refreshers during their employment or engagement. The Safeguarding team receive more in depth training on a regular basis.

### Media and Publications Procedure

We have specific procedures when children and young people are involved in our publicity. As a general rule, Equity will insist that Party Leaders are responsible for ensuring appropriate application and consent has been obtained from a child's legal guardian prior to Equity's use.

Children and young people's participation in Media/PR may take several forms including:

- Stories and quotes in news releases and publications.
- Images and art work in news releases and publications.
- Writing articles for use in news releases or publications.
- Being interviewed for newspapers, television and radio programs.

We will ensure that they make a consensual and informed decision to publicly share their opinions and/or stories. Wherever possible we will endeavour to ensure that their experiences and opinions are represented in their own words.

Finally, if a child or young person was to be interviewed by the press, we will seek additional parental consent and, if their photos are to be included, ensure that this is understood and agreed.

### 3. Roles and Responsibilities for Safeguarding at Equity

#### The Safeguarding Team

Our Designated Safeguarding Officers are:

- **Naomi da Costa- Head of HR- Tel No: 07946 663124**  
*Responsible for all third-party investigations*
- **Zara Longlands- Overseas Operations Manager- Tel No: 00 33 6075 85310**  
*Responsible for all Clubhotel investigations*

#### Their role is to:

- Act as the first point of contact for the resort-based safeguarding in the event of any safeguarding concerns or incidents.
- Receive information from staff, Party Leaders, teachers, accompanying adults, children or parents who have safeguarding concerns and record them.
- Assess the information promptly and carefully, clarifying or obtaining more information where appropriate.
- Ensure that preventative measures are in effect.
- Make recommendations for change or improvements to our practices.
- Ensure our visitors/contractors Code of Conduct is adhered to.
- Ensure any appropriate communications are relayed to the relevant carers/parents/teachers as appropriate to the situation.
- Ensure reports are made to the relevant agency in all cases where children or vulnerable adults are thought to be at risk.

Details of the DSOs are on the staff noticeboards in each resort and the UK office.

Our Policy Administrator is:

- **Charlotte Tonks- Recruitment Manager- Tel No: 01273 810 721**

#### Their role is to:

- Oversee and ensure that our safeguarding policy is fully implemented.
- Ensure our safeguarding procedures are well communicated.
- Ensure all staff receive training in safeguarding, appropriate to their role.
- Determine, administer and deliver additional training.
- Ensure our recruitment procedure is followed.
- Ensure accurate records are kept of all reported concerns.
- Support and provide advice and assistance to the Designated Safeguarding Officer.

**All safeguarding incidents are reported and any learnings reported to the Board.**