



Safeguarding Policy and Procedures

A set of agreed policies, procedures and guidelines for ensuring a safe environment for children within the care of Compass Camps at our annual summer camp, annual December online event, and any other circumstances.

Updated 18th July 2024



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Introduction

Definition of Terms

By law, the term 'child' refers to anyone under the age of 18 years. Compass Camps only accepts children between the ages of 10 and 17, so for the purposes of this policy and guidance, a 'child' refers to anyone between those ages involved in a Compass Camps event.

The term 'leader' refers to any volunteer adult who has been recruited by Compass Camps to help with the running of camp. Leaders are responsible for the safeguarding of all children under the care of Compass Camps. Compass Camps offers a Junior Leader programme for leaders in their early adult years - in this policy, Junior Leaders are classed as leaders, and have the same responsibilities for safeguarding children.

The term 'camp leader' refers to the person who oversees the running of Compass Camps, responsible for the wellbeing of all leaders and children involved in Compass Camps activities.

The term 'assistant camp leader' refers to the person responsible for assisting the camp leader in their duties, as well as being responsible for the wellbeing of all leaders and children involved in Compass Camps activities.

The term 'supporting churches' refers to the churches whose trustees oversee the running of Compass Camps, ensuring accountability for the leaders of Compass Camps. The church is Peel Street Baptist Church in Accrington.

The term 'safeguarding' refers to the protection of the welfare and human rights of people that interact with and are affected by Compass Camps, particularly children. This refers to any responsibility or measure undertaken to protect a person from harm.

'Abuse', 'neglect' or 'exploitation' means all forms of physical and mental abuse, exploitation, coercion or ill-treatment. This might include, for example: sexual harassment, bullying or abuse; sexual criminal offences; threats of, or actual violence, verbal, emotional or social abuse; threats of self harm, or suicide or actual self harm or suicide; cultural or identity abuse; coercion and exploitation; cyber abuse; and abuse of power.

Our vision

We long for young people to experience and encounter Jesus so that they genuinely know God. We believe that when God's Word is preached, taught and read, people's lives can change through the power of the Holy Spirit.



In fulfilling this vision we:

- Welcome children into our care for a week-long residential camp every year for our Summer camp;
- Make available an annual December online event, run on Zoom for the purpose of reuniting with old friends and promoting Compass Camps to new children;
- Use social media to promote Compass Camps to young people, posting content related to the Christian faith to encourage them in their own faith.



Section 1 - Safeguarding Policy Statement

1.1 Our safeguarding responsibilities

Compass Camps recognises its responsibilities in safeguarding all children, regardless of gender, ethnicity or ability.

As leaders of Compass Camps, we commit ourselves to the nurturing, protection and safekeeping of all in attendance at Compass Camps events or who interact with Compass Camps online, and will pray for them regularly. In pursuit of this, we commit ourselves to this policy and to the development of sound procedures to ensure we implement our policy well.

- **Prevention and reporting of abuse**

It is the duty of each Compass Camps leader to help prevent the abuse of children, and the duty of each leader to respond to concerns about the well-being of children. Any abuse disclosed, discovered or suspected will be reported in accordance with our procedures. Compass Camps will fully co-operate with any statutory investigation into any suspected abuse linked with Compass Camps.

- **Safer recruitment, support and supervision of leaders**

Compass Camps will exercise proper care in the selection and appointment of those working with children. All leaders will be provided with appropriate training, support, and supervision to promote the safekeeping of children.

- **Prevention and reporting of abuse**

Compass Camps will adopt a code of behaviour for all who are appointed to work with children so that all children are shown the respect that is due to them.

- **Safer working practices.**

Compass Camps is committed to providing an environment that is as safe as possible for children and leaders. We will adopt ways of working that promote safety and well-being.

- **A safer community**

Compass Camps is committed to the prevention of bullying. Compass Camps will seek to ensure that the behaviour of any individuals who may pose a risk to children is managed appropriately.



1.2 Safeguarding contact points within Compass Camps

Compass Camps has appointed the following individuals to form part of the church safeguarding team:

Joshua Smith, Camp Leader and Designated Safeguarding Lead (DSL)

He/She will advise Compass Camps on any matters related to the safeguarding of children and take the appropriate action when abuse is disclosed, discovered or suspected.

Email address: josh@compasscamps.org

Lucy Chadwell, Assistant Camp Leader and Deputy Designated Safeguarding Lead (DDSL)

He/She will assist the Designated Safeguarding Lead (DSL) in helping Compass Camps on any matters related to the safeguarding of children and take the appropriate action when abuse is disclosed, discovered or suspected.

Email address: lucy@compasscamps.org

In an emergency, the DSL and the DDSL will be contactable on the Compass Camps emergency number: 07395 468 987. Where possible, the DSL and the DDSL will work together if and when issues arise. However, each person has a responsibility to report and deal with allegations of abuse as soon as they are raised.

In the unlikely event that neither of the DSL or DDSL are contactable in an emergency, the local Multi-Agency Safeguarding Hub will be contacted. While Compass Camps' is held in Cumbria, this is the Cumbria Safeguarding Hub: 0333 240 1727. If a concern arises while online, and neither the DSL or DDSL are contactable, leaders will contact their own local Multi-Agency Safeguarding Hub. If a child is in immediate danger, leaders will contact the Police at 999.

1.3 Putting our policy into practice

- A full copy of the safeguarding policy and procedures will be made available on request to any parent, child or other person associated with Compass Camps, and a copy of the safeguarding policy will be available on the Compass Camps website. A paper copy will also be available for leaders to refer to during the summer camp.



- Each leader will be given a full copy of the safeguarding policy and procedures and will be asked to sign to confirm that they will follow them. This will happen each year before the start of Compass Camps' summer camp.
- The policy and procedures will be monitored and reviewed annually, and any necessary revisions adopted into the policy and implemented through our procedures.



Section 2 - Safeguarding Procedures

Introduction

Compass Camp's safeguarding procedures will set out how our safeguarding policy is implemented in all camps, events and interactions with children.

Each leader needs to be familiar with these procedures, and the DSL and DDSL will have appropriate levels of DSL training to ensure they have the knowledge and confidence needed to deal with safeguarding issues as they arise.

Specific information on how to recognise and report abuse and how to respond to concerns raised at Compass Camps can be found over the following pages. It is vitally important that these procedures are well known and that all leaders have the information and training needed to work with these procedures.

All leaders will read these procedures, and will have received safeguarding training administered by the DSL in advance of our annual summer camp. Leaders will sign to confirm that this has happened, and that they will follow the procedures.



2.1 Procedure for Recognising, Responding to and Reporting Abuse

2.1.1 What to do if Abuse is Suspected or Disclosed

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children at risk may be abused in a range of settings, by those known to them or, more rarely, by a stranger. There are many ways in which people suffer abuse. For more information, please see Appendix 1.

Everyone has his or her part to play in helping to safeguard children and adults at risk within Compass Camps:

- If the behaviour of a child at risk gives any cause for concern;
- If an allegation is made in any context about a child being harmed or abused;
- If the behaviour of any individual towards children causes concern.

What to do	What NOT to do
• Listen to and acknowledge what is being said. • Try to be reassuring and remain calm. • Explain clearly what you will do and what will happen next. • Try to give them a timescale for when and how you/the DSL will contact them again. • Take action - don't ignore the situation. • Be supportive. • Tell them that : - They were right to tell you; - You are taking what they have said seriously; - It was not their fault; - That you would like to pass this information onto the appropriate people, with their permission. • Be open and honest. • Give contact details for them to report any further details or ask any questions that may arise.	• Do not promise confidentiality. • Do not show shock, alarm, disbelief or disapproval. • Do not minimise what is being said. • Do not ask probing or leading questions, or push for more information. • Do not offer false reassurance. • Do not delay in contacting the DSL. • Do not contact the alleged abuser. • Do not investigate the incident any further unless instructed to by the DSL. • Never leave a child or adult at risk waiting to hear from someone without any idea of when or where that may be. • Do not pass on information to those who don't need to know; not even for prayer ministry.

Leaders should contact the DSL at the earliest possible opportunity to discuss the concern. Leaders should also write down an accurate record of the concern as soon as possible while it is still fresh in the memory, staying as close as possible to the exact words used by the child in the event of a disclosure.



2.1.2 Responding to concerns

When there are concerns that a child is being abused, the following process must be followed. More detailed information can be found in Appendix 2.

Stage 1 - The Leader

A Compass Camps leader has a concern about the welfare of a child or the behaviour of an individual.

The person who has the concern has a duty to:

RECOGNISE, RESPOND AND RECORD

A hand-written record must be made of the concern using a standard incident report form (Appendix 3) and the concern must be passed onto the DSL within 24 hours.

The written record should: be made as soon as possible after the event; be legible; include the name, date of birth and address of the child at risk (can be added later with help of the Camp Leader), include the nature of any concerns and description of any bruising or injuries that have been noticed; include an exact record of what the child has said, using their own words where possible; include any action taken; be signed and dated by the leader concerned and the DSL, be kept secure and confidential (available only to the DSL and DDSL).

Stage 2 - The Designated Safeguarding Lead (DSL)

The DSL receives the report of concern and then has a duty to:

REVIEW AND REPORT

The report will be reviewed by the DSL with any other relevant information and a decision will be taken (often in liaison with the DDSL and others concerned) as to what action should follow. See appendix 2 for examples of possible actions. Any formal referral to the police or social services should normally be made within 24 hours of receiving the report.

The supporting churches' safeguarding leads should also be made aware of any referrals to the statutory authorities.

Stage 3 - The Next Steps

After the decisions has been made as to what action should be taken, the DSL and DDSL may have a duty to:

SUPPORT AND REPORT

Support should be offered to all parties affected by any safeguarding concerns. This could be Compass Camps as a whole, but more specifically: victims; alleged perpetrators; children; family members; leaders; the DSL/ DDSL.

Where formal referrals are made, reports may need to be made to the Disclosure and Barring Service (DBS).

If the DSL is not available, or is implicated in the situation, any reports or concerns should be passed to the DDSL, and vice versa. If both are implicated, reports or concerns should be passed onto the Cumbria Safeguarding Hub (details in Section 1) or the relevant local



Multi-Agency Safeguarding Hub. If you think anyone is in imminent danger of harm, a report should be made immediately to the police by calling 999.

2.1.3 Allegations Against Leaders

If another leader is seen acting in ways which are concerning or may be misconstrued, the DSL should be informed as soon as possible. This includes the actions or behaviours of those in leadership positions such as Camp Leader or Assistant Camp Leader. If the DSL is implicated in such concerns, the DDSL should be informed.

Leaders should encourage an atmosphere of mutual accountability, holding each other to the highest standards of safeguarding practice. The following procedure should be followed:

1. When an allegation of abuse has been made do not approach the alleged perpetrator about it;
2. Follow the usual safeguarding procedure: Recognise, Respond, Record, Report;
3. Once the allegation has been reported to the DSL, they can liaise with the relevant statutory authority;
4. Whilst waiting for an outcome from the statutory authorities, the leader about whom concerns have been raised will be supervised as closely as possible, without raising suspicion;
5. Once the statutory authorities are involved, Compass Camps will follow their advice with regard to the next steps to take (for example, suspension of a leader);
6. A written record of all discussions with statutory authorities or other parties should be maintained by the DSL and stored securely and confidentially, where only those directly involved in safeguarding (DSL and DDSL) can access them;
7. No information about the allegation will be shared with others involved in Compass Camps other than those directly involved in safeguarding, not even for prayer purposes.

It may be necessary, for the sake of the child, or to satisfy the needs of an investigation, for the alleged perpetrator to be suspended from Compass Camps. The suspension of a leader following an allegation is, by definition, a neutral act. Our priority as a youth organisation is to protect children from possible further abuse or from being influenced in any way by the alleged perpetrator.

2.1.4 Abuse of Trust

Relationships between children and their leaders can be described as 'relationships of trust'. The leader is someone in whom the child has placed a degree of trust. This may be



because the leader has an educational role, is a provider of activities, or is even a significant adult friend.

It is not acceptable for a leader to form a romantic relationship with any child involved in Compass Camps. While by no means restricted to young leaders, those who are in their early adult years will need to be particularly aware of the need not to abuse their position of trust in their relationship with other young people who are not much younger than themselves.

2.1.5 Allegations Made Against Children

Children and young people are by nature curious about the opposite sex, or their own sexuality. However, where one child introduces another child to age-inappropriate sexual activity or forces themselves onto a child, this is abusive. Such situations will be taken as seriously as if an adult were involved, because the effects on the child victim can be as great.

When such an instance occurs, they are investigated by the statutory authorities in the same way as if an adult were involved, though it is likely that the perpetrator would also be regarded as a victim in their own right, as they may have also been abused. It cannot be assumed that young people will grow out of this type of behaviour, as most adult sex offenders started abusing in their teens or even younger.

When an allegation is made against a child the following procedure should be followed:

1. Do not approach the person about whom the allegation has been made, or their parents/carers;
2. Follow Compass Camp's safeguarding procedure: Recognise, Respond, Record, Report;
3. Seek advice from the DSL, who will speak to the Cumbria Safeguarding Hub (or relevant local Multi-Agency Safeguarding Hub), police or social services about when to inform a parent. The DSL will also take measures to or seek advice about what steps need to be taken to ensure the needs of both the victim and the alleged perpetrator are met;
4. Make sure there is pastoral support in place for the child throughout the process involved - this may be another leader at Compass Camps.

2.1.6 Pastoral Care

Following an allegation/suspicion

When an allegation/suspicion arises at a Compass Camps event, a period of investigation will follow, which will be stressful for all involved. Compass Camps will ensure that one



person is responsible for dealing with the authorities, another offers support to the victim(s) and their family, and another gives pastoral care to the alleged perpetrator, without compromising the alleged victims or their families. It may be necessary to appoint other leaders to support the families involved.

Where a statutory investigation is underway, this support will be provided with the knowledge of the statutory authority involved.

Where the perpetrator accepts some responsibility, they will be encouraged to seek specialised interventions/treatment to reduce the risk of re-offending. This may only be appropriate once the investigation and legal processes have been completed.

Supporting those who have experienced abuse

Compass Camps is committed to caring for children who have experienced abuse.

We recognise it is important that children who have experienced abuse:

- Are accepted for who they are, without being made to forgive or being put into a position of feeling guilty and responsible for what happened to them. As Christians we believe forgiveness is necessary, but sometimes can only be possible with the help of the Spirit - if we were to force this on a child who has experienced abuse, this could be construed as spiritual abuse in itself;
- Know that God loves them unconditionally, and that nothing can or will change this truth;
- Can be confident that those who are part of Compass Camps who know about the abuse are with them on their journey - no matter how long or difficult that journey may be.

It may be necessary to signpost individuals to specialist support. The DSL has a list of relevant local information and contacts, ready for anyone who may need it.

2.2 Safer Recruitment

Compass Camps is committed to safer recruitment practices. When recruiting volunteer leaders, the following process will be applied:

1. We will use and regularly update a clear role profile, person specification and application form;
2. We will make it clear that the appointment to the role of leader at Compass Camps is subject to a DBS check, due to the fact that all leaders will be working with children;



3. All applicants will be asked to complete an application form and include the names of two referees;
4. Appointment of applicants will be carried out by at least two people, including the camp leader and assistant camp leader;
5. References and an enhanced DBS check for work with children must be completed satisfactorily before the appointed person starts in their role.

Note: Under the Criminal Justice and Court Services Act 2000, it is an offence for anyone disqualified from working with children to knowingly apply, accept or offer to work with children. It is also a criminal offence to knowingly offer work with children to an individual who is so disqualified or to knowingly allow such an individual to continue to work with children.

References

Formal written references will be requested, ideally in the form of at least one faith-based reference, and either a professional or personal reference.

Appointment and Supervision

Compass Camps' safeguarding policy and procedures will be discussed with the applicant and they will be required to sign their agreement to adhere to them. All leaders will have a role description and clear lines of accountability to the camp leader and assistant camp leader.

There will also be regular team meetings during Compass Camps events to review procedures, share concerns and identify other matters that may need clarification and guidance. During the summer camp, this will happen daily. This will also happen at regular intervals throughout the rest of the year.

Training

It is important that all leaders understand Compass Camps' agreed safeguarding procedures, and that they receive safeguarding training from the camp leader each year. Where a leader is successfully recruited but has not been able to attend the group training, they will receive individual training before they start in their role. Additional specialist training will also be arranged where needed, for example, in First Aid (for First Aid leaders) or in Designated Safeguarding Lead training (for the DSL and DDSL).

Young Leaders

Compass Camps offers a Junior Leader Programme, aimed at those in their early adult years who would like to be leaders on Compass Camps. While our Junior Leaders have reduced responsibilities in terms of planning activities or tent prayers, their responsibilities for safeguarding children are the same as all other leaders.



Junior Leaders will be given additional training and mentoring to ensure that they are helped to develop and hone their skills, attitudes and experience. This includes additional levels of safeguarding training.

By law, young leaders under the age of 18 are children and cannot be treated as members of a team. For this reason, as well as the fact that Compass Camps offers places to children from the ages of 11-17, we will not accept any young leaders under the age of 18.

2.3 Safer Behaviour

Compass Camps has a code of behaviour for all leaders working with children so that everyone is shown the respect that is due to them:

- Treat everyone with dignity and respect;
- Use age and ability appropriate language and tone of voice. Be aware of your body language and the effect you are having on the child;
- Listen well to everyone. Be careful not to assume you know what a child is thinking or feeling. Listen to what is being spoken and how it is said. At the same time, observe the individual's body language to better understand what is being said;
- Be aware of any physical contact you may have with a child and record it when necessary. For instance, if you need to stop a fight, administer First Aid, give a hug to someone in distress or protect yourself or others from danger;
- Do not make sexually suggestive comments about or to a child, even in 'fun';
- Do not scapegoat, belittle, ridicule or reject a child;
- Do not invade the privacy of children when they are using the toilet or showering. As children on Compass Camps are aged 10 and above, they should not need assistance with personal care, unless there are special needs that are disclosed by parents before a Compass Camps event, in which case an agreed procedure will be put in place to support such children;
- Avoid rough games involving excess physical contact between a leader and a child;
- Avoid sexually provocative games;
- When it is necessary to discipline children, this will be done without using physical punishment. There may, however, on the rare occasion be circumstances where a child needs to be restrained in order to protect them or a third person;
- In the context of Compass Camps, it would be inappropriate to invite children to a leader's home;



- No trips should be taken in the name of Compass Camps, other than those specifically planned by Compass Camps to take place at a Compass Camps event;
- Leaders will not give lifts to a single child on their own. Leaders must ensure that if transporting children in this role, they have the correct insurance cover in place;
- Children should not be left alone in a potentially dangerous situation without a leader. Children will be permitted some time alone in the local village on our summer camp, but must stay in groups of at least two, must have the camp emergency phone number, and must return to the campsite by the specified time;
- Keep a record of any significant incidents or concerns on a Safeguarding Incident Form (see appendix 3). Enter the names of all those present and anything of note which you observe, e.g. details of any fights broken up by leaders, allegations made, etc. All leaders who witnessed the incident, overheard it or responded in any way should record the details and sign and date the form. Any minor incidents that are not yet considered safeguarding issues should be passed onto the camp leader, who will record them in the daily Camp Log (signed by the camp leader and the assistant camp leader), and these issues should be monitored.

Leaders will ideally not normally be left working alone with children, and will ideally be working as part of a team of two or more leaders. If there are insufficient leaders for groups, then there must be at least two children with the leader, and interactions should take place in a public place. During evening tent prayers time, tents are considered an appropriate place for a single leader to be alone with multiple children, because everything that is happening within the tent can be heard. However, Compass Camps will try to avoid this happening by aiming to provide two tent leaders per tent group.



Section 3 - Best Practice Guidelines

Compass Camps has an amazing privilege to minister to individual children. These best practice guidelines are in place to help those working on behalf of Compass Camps to do it well, prioritising the safety and well-being of the children they are working with.

3.1 Working with Children

3.1.1 Ratios

When working with children on Compass Camps, the following ratios of leaders to children apply:

- 1 sole leader to 6 children, only when there are other leaders nearby overseeing the campsite (such as the camp leader). This will also only happen in single-sex groups.
- 1 leader to every 10 children (minimum 2 leaders).

3.1.2 Children with Special Needs

Children who have a disability can be at greater risk of abuse. Those with physical disabilities may require more help with personal care, such as washing, dressing, toileting, feeding, mobility, etc, and those with mental disabilities may need more care, direction and help understanding important instructions. A conversation will be had with the parents/carers of the child to discuss the requirements, and Compass Camps will do everything possible to make camp safe for the child. While Compass Camps is open to all children between the ages of 10 and 17, if the needs of a specific child are so severe that it would be impossible to keep them and others safe with the resources that we have, and considering the extremely physical nature of some of the activities that take place on the summer camp, some children may not be accepted.

3.1.3 Visiting Children at Home

It is highly unlikely that leaders will need to make pastoral visits to children and their families at home on behalf of Compass Camps. If a situation occurs where it is needed then it should be done in pairs, and with the prior agreement of the camp leader.

3.1.4 Children with no adult supervision

Due to the residential nature of Compass Camps' summer camp, it is highly unlikely that children will turn up without the knowledge of their parents/carers. However, in such circumstances leaders will:



- Welcome the child, establishing their name, age, address and contact details;
- Ask the child if their parents/carers are aware of where they are. Where possible, phone them and make contact;
- Try to establish if they have any medical needs, so we can respond appropriately in an emergency;
- If no contact with parents can be made, contact the appropriate authorities, caring for the child until they arrive;
- Record the visit on the camp register, and on the daily camp log.

If a child logs into our annual December event without having registered, they will not be allowed access from the waiting room. It will be recorded and, if the child's parents/carers are known to Compass Camps, they will be contacted to be informed of the situation.

3.1.5 Physical contact

Physical contact may be appropriate if done correctly. The following will happen when considering physical contact between leaders and children:

- Keep everything public. A hug within a group context is very different from one behind closed doors;
- Touch should be related to the child's needs, not the leader's;
- Touch should be age-appropriate and generally initiated by the child rather than the leader;
- Leaders should avoid any physical activity that is, or may be misconstrued to be, sexually stimulating to the adult or child;
- Children are entitled to privacy to ensure their personal dignity;
- Children have the right to decide how much physical contact they have with others, except in exceptional circumstances such as when they need medical attention;
- When giving First Aid (or applying sun cream, etc), leaders should encourage the child to do what they can manage themselves, but consider the child's best interests and give appropriate help where necessary;
- Leaders should monitor one another in the area of physical contact. They should help each other by constructively challenging anything which could be misunderstood or misconstrued.



3.1.6 Electronic Communications - Cyber Safety

Modern Technologies and Safe Communication

A leader's role description will include an acknowledgement and approval of technologies such as email, social networking and mobile phone communications as a legitimate means of communicating with children. It will also include the expectations of Compass Camps in relation to their use.

Leaders will not use such technologies to communicate with children during the summer camp - face-to-face communication should be encouraged.

Children also need to be aware of the protocols that leaders follow in relation to electronic communications. It is important to remember that as well as the parent/carer, children have a right to decide whether they want a leader to have their contact details and should not be pressurised otherwise. As such, leaders will only contact children digitally if the child gives the leader their details (e.g. phone number, social media username etc) - leaders will not ask for their details, and will not be given them by the camp leader.

It is not appropriate to use these communication methods with children aged 11 years and younger. While Compass Camps accepts children as young as 10 years old, they are children who will be turning 11 before the start of the next school year, and as such, this only applies to a small number of children involved in Compass Camps activities, and only for a short period time following the conclusion of the summer camp.

Leaders should also remember that almost all social media sites have restrictions in place which only allow children aged 13 and up to use the platform. As such, no interaction by any Compass Camps leader will be made to children aged 12 and under through social media.

Email, instant messaging and texting

Interactions in this way between leaders and children will be restricted to group chats with at least two leaders being part of the conversation. If a child initiates a one-to-one private chat with a leader, leaders should clearly explain to the child that this cannot happen, and encourage a conversation in a group chat. If the topic the child wants to discuss is sensitive and inappropriate for a group discussion, leaders should encourage the child to find another trusted adult in their location to discuss the issue with (such as a youth leader, teacher or parent). Any significant conversations will be recorded and the camp leader will be informed.

Unambiguous language should be used in any messaging communication to reduce the risk of misinterpretation - for example avoiding using terms such as 'love' when ending an email. Even abbreviations should be used with care - for example, 'LOL' could mean both 'laughing out loud' or 'lots of love'.



Social Networking

Compass Camps has Facebook, Instagram and YouTube pages which are to be used solely for mass communication. Comments will be replied to in public, and any private messages received will be treated as above.

Leaders may accept 'friend-requests' on their personal accounts from children if they are of an appropriate age (as outlined above). Leaders will not send friend-requests to children from their personal account (on Instagram, leaders will only request to follow children if the reverse has already happened, and will not encourage children to accept their request to follow them). Leaders may respond to children's comments made in public. Leaders may also make comments on a child's post in public, following the above guidance around appropriate language.

Taking Videos and Photographs of Children

Since the introduction of the Data Protection Act in 1998, organisations such as Compass Camps must be very careful if they use still or moving images of clearly identifiable people. There are several issues to be aware of:

- Permission must be obtained, via the consent form on the Compass Camps booking form, of all children who appear in a photograph or video. Any image used online with people who do not wish to be identified online will have faces blurred/removed;
- The consent form will make clear why the image is being used, and who may be looking at the pictures;
- If images are being taken at an event attended by large crowds, such as a sports event, this is regarded as a public area and permission from a crowd is not necessary. This rarely applies to Compass Camps events;
- Children should not be identified by surname or other personal details, including email, address or phone number;
- When using photographs of children, it is preferable to use images of groups of two or more.

If leaders take videos or photographs of children on their own personal device at a Compass Camps event for Compass Camps purposes, these images will be sent to the camp leader or assistant camp leader to be stored and used appropriately. The leader will then delete all videos and photographs from their personal device.

3.1.7 Zoom Policy

Leaders should be aware that children participating in Compass Camps Zoom meetings are not the responsibility of Compass Camps, and are still in the care of their parents/carers.



Parents/carers should also be aware of this. Despite this, Compass Camps has a responsibility to ensure that all interactions that take place through such meetings are appropriate, and that children attending such events are kept safe online. Accordingly, these guidelines relate to the use of Zoom for video meetings with children. This is particularly relevant for our annual December event. Compass Camps will:

- Designate a moderator - separate from the 'host' (camp leader) who is leading the meeting. The moderator's responsibility is to ensure meeting security and safety, and manage the meeting - e.g. muting, sharing, breakout rooms etc;
- Use the Waiting Room option. Those who join the meeting will be automatically placed in a waiting room, and the moderator will only admit those who have registered for the event. Compass Camps will deal with those who haven't registered for the event in accordance with section 3.1.4 of this document. Anybody who is unidentifiable in the waiting room will be asked to change their name before they are permitted into the call;
- Disable participant screen sharing. If other leaders in the meeting need to share documents on their screen, these documents should be sent to the moderator to share, or the leader in question should be made a co-host of the meeting;
- Leaders won't advertise the Meeting ID and Password other than with those who have registered for the meeting. When communicating these details to participants, they will also be reminded not to share the details with anybody else;
- Leaders will not be alone with a child. When using breakout rooms, if a leader is alone with a child (perhaps because of connection issues for other participants), the leader will notify the moderator and host by private message (either through Zoom or an external platform), and they will join that breakout room temporarily until other participants return;
- Turn the chat function off. The moderator will be able to send messages privately and to the group as a whole;
- Record the meeting and keep the recording securely for a year before deleting it, including anything said in the chat. Leaders in breakout rooms will record their breakout rooms and send any recordings to the moderator, and then immediately delete the recording from their own device.

3.2 Health and Safety - Safe Practice and Safe Premises

3.2.1 Consent forms

It is essential that we have important information about all children involved in any Compass Camps activities, which is recorded on our consent forms on our booking forms. As bookings are often made many months in advance of the event, reminders will be sent to parents/carers to ask them to inform us of any changes in circumstances in the intervening period.



Consent forms will be readily available to the camp leader and assistant leader during Compass Camps events to refer to, and the appropriate leaders will be informed of any issues that are relevant to them (e.g. cooks will be informed of allergies, first aid leaders will be informed of medical issues).

3.2.2 Health and Safety

All activities for children will comply with Compass Camps' current health and safety policy.

Any buildings being used by Compass Camps will be properly maintained, and the camp leader and assistant camp leader will ensure this is the case before agreeing to the hiring of any building.

3.2.3 Fire

It is the responsibility of all leaders involved with Compass Camps to ensure the safety of themselves and those who are in their care. In addition, it is a legal requirement that all leaders are familiar with the emergency procedures in the event of a fire at our summer camp.

If the fire alarm is sounded, or if there are three sharp blows on a whistle, all leaders and children will move calmly to the middle of the field, regardless of whether they are in the building, in a tent, or already on the field. They will stand in their tent groups with their tent leaders, who will confirm who is present and inform the camp leader or assistant camp leader. If some children and leaders are off site, the appropriate register will be brought to the field by the camp leader or assistant camp leader to confirm who isn't there.

3.2.4 First Aid

Compass Camps will have a number of trained First Aiders as part of the team of leaders, and these will be made clear to all leaders and children at the start of our summer camp. First Aiders will provide their certificate to the Camp Leader before being designated as a First Aider as proof of their suitability for the role. If there are insufficient First Aiders as part of the team of leaders, one or more leaders will attend a First Aid course before the summer camp begins.

A first aid kit will always be available with groups that go off-site, and there will always be a first aid kit available in any building used by Compass Camps as well as on the camp-site for overnight use. Any incidents will be reported in the medical log, as well as in the daily camp log. A nominated First Aider will check the contents of all first aid kits before the start of each summer camp.

3.2.5 Food Hygiene

The Food Safety (General Food Hygiene) Regulations 1995 state that anyone who handles food or whose actions could affect its safety must comply with the regulations. It therefore follows that those with responsibility for food will need to possess the Basic Food Hygiene



Certificate and be aware of food safety (preparation, handling and storage, disposal of waste, etc).

3.2.6 Risk assessment

Before undertaking any activity with children, the camp leader will ensure that a risk assessment is carried out. There will be a risk assessment for the building being used by Compass Camps and the campsite area, which will be sent to all leaders in advance of the summer camp for them to read and ensure they comply with any measure put in place to reduce any risks.

3.2.7 Insurance

The camp leader and assistant camp leader will purchase adequate insurance cover for the summer camp, covering a whole residential week and all activities taking place.

3.2.8 Transport

These guidelines apply to all drivers involved in the transportation of children on behalf of Compass Camps. They do not apply to private arrangement, for example, transporting children to or from our summer camp.

- Only Compass Camps leaders will transport children, meaning that any drivers will have gone through our safer recruitment process;
- Drivers will have held a full driving licence for at least 6 months;
- Drivers must ensure that they have adequate insurance cover and that the vehicle being used is road worthy;
- Any driver driving a hired minibus must have a driving licence that entitles them to drive a minibus;
- All children should be taken to an agreed drop off point. At collection or drop off points, children should never be left on their own, being collected by an appropriate leader.

3.2.9 Overnight arrangements

Some specific considerations need to be made for overnight arrangements during our summer camp. The risk assessment for the camp site will include considerations, and there will always be a First Aider on the camp site.

Sleeping arrangements will be carefully considered. Leaders will not sleep in the same tent as a child, but leaders' tents will be nearby the children's tents, and children will be aware of where to find leaders at night time. Children will sleep in tents of at least 3 children in a tent that is appropriately sized for their group. Groups will be single-sex and age will be considered.



3.2.10 Adventure activities

No child will participate in adventurous activities without the consent of the parent/carer on our Compass Camps Booking Form. Compass Camps will ensure that all contracted activity leaders have the appropriate training, qualifications and risk assessment to conduct such activities. Individual children's capabilities for physical exertion will be assessed in the first two days of the summer camp, and a decision on whether they can safely take part in such activities will then be made prior to any activities taking place.

While water activities will be conducted by an appropriate contracted activity provider, it may be appropriate for campers to 'paddle' in a body of water under the supervision of Compass Camps leaders. Leaders will ensure that the water is safe before children enter, and that children do not go to a depth that has potential to be dangerous.

3.3 Safer Community

3.3.1 Bullying

Bullying is another form of abuse, and it can be verbal or physical. There is no legal definition of bullying, but it is usually defined as a repeated pattern of behaviour intended to cause emotional or physical harm to another person, or exert power over them. The effect of bullying on the victim can be profound, both emotionally and physically, regardless of their age, ability or status.

It is important to recognise that bullying could happen at Compass Camps events. Some examples of bullying that could arise at a Compass Camps event are:

- Being verbally or physically abusive towards another person;
- Isolating or deliberately ignoring someone, or excluding them from group activities;
- Spreading rumours and malicious untruths about another person;
- Use of email, phone or social media to publicly challenge or undermine someone;
- Name calling and personal insults;
- Making false accusations;
- Sending abusive messages or degrading images via phone, email or social media.

Bullying will always cause a great deal of pain and harm for those on the receiving end. Many people affected by bullying believe they have nowhere to turn. They are scared to speak out and often blame themselves. They can become fearful and reclusive. It is important that Compass Camps is able to recognise when bullying is occurring and is prepared to take action to resolve the situation.



Some signs that can indicate a person is being bullied are as follow: withdrawal from group activities; appearing anxious; tearful or more reticent than usual, particularly in certain contexts; development of mental health difficulties such as depression or anxiety disorders; physical injuries.

In order to prevent bullying, the following procedures will be adopted within Compass Camps events:

- The children will agree to abide by the camp rules, which will include showing respect to each other. Rules will be made clear at the start of all events;
- Everyone, both leaders and children, should know how they can report incidents of bullying (either to a tent leader or to the camp leader);
- All allegations of bullying will be treated seriously and details will be carefully checked before action is taken;
- The bullying behaviour will be investigated and bullying will be stopped as quickly as possible;
- An attempt will be made to help bullies change their behaviour;
- All allegations of bullying will be recorded, together with the actions that are taken;
- Incidents of bullying may be reported to the statutory authorities in line with Compass Camps safeguarding procedures.

It is important to distinguish bullying from other behaviour, such as respectfully challenging or disagreeing with someone else's beliefs or behaviours, setting reasonable expectations with regard to leaders' and children's responsibilities or taking legitimate disciplinary action. All of these actions should be taken with respect for the other person.



Section 4 - Useful Contacts

Cumbria Safeguarding Hub

Phone: 0333 240 1727

Online contact form: <https://www.cumbria.gov.uk/secure/LSCBContact/>

Police

Contact 101, or 999 in an emergency.



Appendix 1 - Definitions of Abuse

Understanding, Recognising and Responding to Abuse

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family, or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or a child or children. There are many different ways in which people suffer abuse. The list below is, sadly, not exhaustive:

Type of Abuse	Definition
Physical	Actual or likely physical injury to a child, or failure to prevent physical injury to a child.
Emotional	The persistent, emotional, ill treatment of a child that affects their emotional and behavioural development. It may involve conveying to the child that they are worthless and unloved, inadequate, or that they are given responsibilities beyond their years.
Sexual	Involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This includes non-contact activities such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.
Neglect	Where adults fail to care for children and protect them from danger, seriously impairing health and development
Additional Definitions:	
Financial	The inappropriate use, misappropriation, embezzlement or theft of money, property or possessions.
Spiritual	The inappropriate use of religious belief or practice; coercion and control of one individual by another in a spiritual context; the abuse of trust by someone in a position of spiritual authority (e.g. minister, camp leader, camp speaker). The person experiences spiritual abuse as a deeply emotional personal attack.
Discrimination	The inappropriate treatment of a person because of their age, gender, race, religion, cultural background, sexuality or disability.
Institutional	The mistreatment or abuse of a person by a regime or individuals within an institution. It can occur through repeated acts of poor or inadequate care and neglect, or poor professional practice or ill-treatment.



Domestic abuse	Domestic abuse is any threatening behaviour, violence or abuse between adults who are or have been in a relationship, or between family members. It can affect anybody regardless of their age, gender, sexuality or social status. Domestic abuse can be physical, sexual or psychological, and whatever form it takes, it is rarely a one-off incident. Usually there is a pattern of abusive and controlling behaviour where an abuser seeks to exert power over their family member or partner.
Cyber abuse	The use of information technology (email, mobile phones, websites, social media, instant messaging, chatrooms, etc.) to repeatedly harm or harass other people in a deliberate manner.
Self-harm	Self-harm is the intentional damage or injury to a person's own body. It is used as a way of coping with or expressing overwhelming emotional distress. An individual may also be neglecting themselves, which can result in harm to themselves.
Mate crime	'Mate crime' is when people (particularly those with learning disabilities) are befriended by members of the community, who go on to exploit and take advantage of them.
Modern slavery	Modern slavery is the practice of treating people as property; it includes bonded labour, child labour, sex slavery and trafficking. It is illegal in every country of the world.
Human trafficking	Human trafficking is when people are bought and sold for financial gain and/or abuse. Men, women and children can be trafficked, both within their own countries and over international borders. The traffickers will trick, coerce, lure or force these vulnerable individuals into sexual exploitation, forced labour, street crime, domestic servitude or even the sale of organs and human sacrifice.
Radicalisation	The radicalisation of individuals is the process by which people come to support any form of extremism and, in some cases, join terrorist groups. Some individuals are more vulnerable to the risk of being groomed into terrorism than others.
Honour/forced marriage	An honour marriage/forced marriage is when one or both of the spouses do not, or cannot, consent to the marriage. There may be physical, psychological, financial, sexual and emotional pressure exerted in order to make the marriage go ahead. The motivation may include the desire to control unwanted behaviour or sexuality.



Female Genital Mutilation	Female genital mutilation (FGM) comprises all procedures involving partial or total removal of the female external genitalia or other injury to the female genital organs for non-medical reasons as defined by the World Health Organisation (WHO). FGM is a cultural practice common around the world and is largely performed on girls aged between 10 and 18. Performing acts of FGM is illegal in the UK as is arranging for a child to travel abroad for FGM to be carried out.
Historic abuse	Historic abuse is the term used to describe disclosures of abuse that were perpetrated in the past. Many people who have experienced abuse don't tell anyone what happened until years later, with around one third of people abused in childhood waiting until adulthood before they share their experience.

Whilst it is not possible to be prescriptive about the signs and symptoms of abuse and neglect, the following list sets out some of the indicators which might be suggestive of abuse:

- Unexplained injuries on areas of the body not usually prone to such injuries;
- An injury that has not been treated/received medical attention;
- An injury for which the explanation seems inconsistent;
- A child discloses behaviour that is harmful to them;
- Unexplained changes in behaviour or mood (e.g. becoming very quiet, withdrawn or displaying sudden bursts of temper);
- Inappropriate sexual awareness in children;
- Signs of neglect, such as under-nourished, untreated illnesses, inadequate care.

It should be recognised that this list is not exhaustive, and the presence of one or more indicators is not in itself proof that abuse is actually taking place. It is also important to remember that there might be other reasons why most of the above are occurring.



Appendix 2 - Detailed Guidance on Reporting Requirements

Stage 1 - The Leader

The duty of the person who receives information or who has a concern about the welfare of a child is to **RECOGNISE** the concerns, make a **RECORD** in writing and **RESPOND** by passing on their concerns to the DSL. If the DSL is not contactable, or they are implicated in the situation, the DDSL should be contacted instead. Failing that, the appropriate local Multi-Agency Safeguarding Hub should be contacted.

Concerns should be passed onto the DSL as soon as possible, and at most within 24 hours of the concern being raised. If anyone is considered to be in imminent danger of harm, a report should be made immediately to the police by calling 999. If such a report is made without reference to the DSL, they should be informed as soon as possible afterwards.

A written record using the standard incident report form should be made as soon as possible after the child tells a leader about harmful behaviour, or an incident takes place that gives cause for concern.

The record should:

- Be hand-written as soon as possible after the event;
- Be legible and state the facts accurately (when hand-written notes are typed up later the original hand-written notes should be retained);
- Include the child's name, address, date of birth (or age if DoB is not known);
- Include the nature of the concerns/allegation/disclosure;
- Include a description of any bruising or other injuries that you may have noticed;
- Include an exact record of what the child has said, using their own words where possible;
- Include what was said by the person to whom the concerns were reports;
- Include any action taken as a result of the concerns;
- Be signed and dated;
- Be kept secure and confidential and made available only to the DSL and DDSL and representatives of any statutory authorities involved.

If a concern is brought to the attention of the camp leader/DSL or assistant camp leader/ DDSL by one of the leaders, the camp leader should remind the leader of their duty to record and report, and will also themselves have a duty to deal with the situation appropriately.



Stage 2 - The Designated Safeguarding Lead (DSL)

The duty of the DSL on receiving a report is to REVIEW the concern that they have received and REPORT the concern to the appropriate people where necessary.

The duty to REVIEW

In reviewing the report that is received, the DSL:

- Should take into account their level of experience and expertise in assessing risk to children;
- Must take into account any other reports that have been received concerning the same individual or family;
- May speak with others at Compass Camps where appropriate (including the DDSL and other leaders with direct contact with the child concerned, unless allegations involve them) who may have relevant information and knowledge that would impact on any decision being made. Such conversations should not lead to undue delay in taking any necessary action;
- May consult with other agencies to seek guidance and advice in knowing how to respond appropriately to the concerns that have been raised.

The duty to REPORT

The DSL will decide who the report should be referred onto, working in conjunction with the DDSL and other leaders where appropriate. They may:

- Refer back to the leader who made the initial report if there is little evidence that a child is being harmed, asking for appropriate continued observation;
- Refer the concern to others who work with the child in question, asking for continued observation where appropriate;
- Inform parents/carers under certain circumstances, where doing so would not present any further risk of harm;
- Make a formal referral to the police or local Social Services team.
- If an allegation is made against someone who is a leader, the allegation should be reported to the Local Authority Designated Officer (LADO) or equivalent. The LADO is located within Children's Services and should be alerted to all cases in which it is alleged that a person who works with children has: behaved in a way that has harmed, or may have harmed, a child; possibly committed a criminal offence against children, or related to a



child; behaved towards a child or children in a way that indicates that (s)he is unsuitable to work with children;

- Whenever a formal referral is made to the police, Social Services or LADO, the DSL should report the referral to the safeguarding officers at the supporting churches.

A record should be kept of all safeguarding incidents and should be considered in the annual review of Compass Camps' safeguarding policy. All original reports should be retained safely and securely by the DSL and a written record should be made of the actions taken.

Stage 3 - The Next Steps

Responsibilities to REPORT and SUPPORT in stage 3 of the process are shared by the DSL and the DDSL.

The duty to SUPPORT

Once concerns, suspicions and disclosures of abuse have been addressed, Compass Camps continues to have a responsibility to offer support to all those who have been affected, including:

Victims; alleged perpetrators; children; other family members; leaders; the DSL and the DDSL..

The duty to REPORT

If a leader has been removed from their post or would have been removed from their post because of the risk of harm that they pose to children, there is a statutory duty to report the incident to the Disclosure and Barring Service (DBS).



Appendix 3 - Safeguarding Incident Form

This form should be completed by the Designated Safeguarding Lead, or in their absence, the Deputy Designated Safeguarding Lead.

1	Your details - the person completing the form
Name:	
Position:	
Organisation:	
Telephone:	
Email:	

2	Details of concerned person or to whom disclosure was given
Name:	
Position:	
Organisation	
Telephone:	
Email:	

3	Details of the person affected
Name:	
Address:	
Telephone:	
Email:	

4	The incident
Please describe in detail using only the facts. Consider: what happened (nature of concern/disclosure made - use the person's own words if known); when it happened; where it happened; who was allegedly involved and in what way (including witnesses).	



5 Any action that has been taken

Consider: whether parents/carers have been informed, and if so, when and by whom? Have the statutory authorities been informed? If so, which ones, and what was their advice? What other practical steps have been taken? Has the local Multi-Agency Safeguarding Hub been informed?

6 Future action to be taken

Consider: what action needs to be taken? Who is responsible for this?

7 Signatures

DSL:		Date and time:	
DDSL:		Date and time:	
Concerned person:		Date and time:	



This policy has been produced for use at Compass Cams events, including our annual summer camp and our annual December online event. This policy also gives guidance on how leaders should interact with children outside of Compass Cams events. More information about Compass Cams can be found at www.compasscams.org, as well as on social media:



@CompassChristianCamps



@CompassCamps



@CompassCamps

The Camp Leader can be reached at josh.smith@compasscams.org.

Originally written by Compass Cams: 30th August 2022

Last updated by Compass Cams: 18th July 2024