



Country Days

Safeguarding Young Persons Policy

Country Days believes that it is always unacceptable for a child or young person to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all children and young people, by a commitment to practice which protects them.

Country Days is committed to Safeguarding and providing the welfare both physical and emotional of all students attending our courses

We recognise that:

- the welfare of the child/young person is paramount
- all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

The purpose of the policy:

- To provide protection for the children and young people who receive Country Days services, including the children of adult members or users.
- To provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a child or young person may be experiencing, or be at risk of, harm.

This policy applies to all staff.

We will seek to safeguard children and young people by:

- valuing them, listening to and respecting them
- adopting child protection guidelines through procedures and a code of conduct for staff and volunteers
- recruiting staff and volunteers safely, ensuring all necessary checks are made
- sharing information about child protection and good practice with children, parents, staff and volunteers sharing information about concerns with agencies who need to know, and involving parents and children appropriately
- providing effective management for staff and volunteers through supervision, support and training.

Travelling to and from Felmersham field on the bus:

- As per numbers, the appropriate ratio of adults will supervise all bus journeys (1 adult to 10 children).
- A designated group leader (this will be decided prior to the course) will register all pupils on the bus in the morning. They will also confirm collection arrangements and timings for return journey that afternoon.

- All parents are provided with contact details for the bus prior to the course, this is also checked on the morning of the course.
- A designated group leader will collect and record any medicines needed for the course, when arrived at the course this will be passed on to LGI to be stored safely throughout the day.
- A supervising adult will ensure all young people are correctly fastened in and all bags are stored appropriately before movement.
- Staff are waiting at the entrance to the field upon arrival of the bus. Staff implicate safe road crossing instruction enabled all young people to cross the road safely.
- Once all young people are in the field, the gate is closed ensuring no access to the public.
- This process is repeated in reverse at the end of the day when returning back on to the bus.
- At designated drop off points, children are registered off the bus once a designated group leader has located the designated collector (parent, guardian etc.)
- If nobody arrives to collect a young person, contact is made with LGI where she and another member of staff will wait with the young person to ensure arrival at the final destination is not delayed.
- This process is repeated at the final destination, bus staff will wait until every young person has been collected and contact is made with LGI to confirm all young people have been collected.
- If in event of an emergency breakdown or accident, a designated group leader on the bus will contact LGI to make her aware of the situation. Parents will be informed by a member of staff located at the field (duplicate copies of contact information is stored securely at the field by course leader – LGI.) Following contact with parents, LGI will contact the founders (EW and HH) to make them aware of the situation.
- In the event of an accident, a designated group leader would contact emergency services and follow advise given by emergency services.
- In the event of a breakdown, all young people will be removed from the bus and located in a safe area and supervised by adults at all times.

In the event of a young person disclosing information:

- If a disclosure is made to any member of staff, initial contact will be made with LGI.
- LGI will talk to the young person, will record (with the young person's permission) details of the disclosure and contact relevant adults depending on disclosure made.
- If needed, relevant agencies will be contacted and communication will continue with carers, staff and founders.
- All staff have been given safeguarding training through their employment (most staff are currently employed in schools). Anyone who hasn't had this training, has clearance from DBS.

In the event of an accident or injury at the field:

- Ambulance access is available throughout the field with relevant tracks, a member of staff will be waiting at the road to guide the ambulance in. A member of staff will accompany the young person in the ambulance and wait until an appropriate adult arrives at the hospital.
- Ambulance services are made aware prior to the course of the location of the field in case of an extreme emergency.
- Trained first aid staff are located at the field at all times. A designated medical area is set up with a medical bed, all necessary first aid equipment and paperwork (if a young person has emergency medication such as an EpiPen, they carry this with them at all times).

- First aid equipment is checked and stocked prior to each course. Replacements are purchased upon use or renewal dates.
- All staff are provided (prior to the course to aid necessary planning) with relevant medical information on all young people including allergies and medication taken.
- Contact will be made with young person's carer following all injuries and accidents at the field (this includes stings, falls, bites etc.).
- Founders are made aware of any injuries or accidents at the field on a daily basis.

We are also committed to reviewing our policy and good practice annually.

PO Box 1591, Bedford, MK42 5DT. TEL: 07599336532, 07938267057

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