

*Ventures & Falcons*

# SAFEGUARDING OFFICER Handbook



<b>Changes in 2026</b>	
<b>2.4.1</b>	<b>Managing Safeguarding Concerns</b> Updated guidance, including clarification of Category 1, 2 and 3 concerns and their respective actions.
<b>2.4.3</b>	<b>Working with Thirtyone:eight</b> Updated guidance.
<b>2.4.6</b>	<b>When to contact the VF Office</b> Updated guidance.
<b>3.1</b>	<b>NEW Member Code of Conduct</b> New guidance, including a Code of Conduct, Behaviour Policy and advice on how to apply the policy consistently.
<b>3.2</b>	<b>NEW Behaviour Policy</b> New guidance, including a Code of Conduct, Behaviour Policy and advice on how to apply the policy consistently.
<b>3.3.2</b>	<b>Members with additional needs</b> Updated guidance.
<b>3.5</b>	<b>Alcohol, smoking/vaping and drugs</b> Updated guidance.
<b>3.9</b>	<b>NEW Managing Dormitory Supervision at Night</b> New guidance.
<b>5.2.2</b>	<b>Recruitment Risk Assessments</b> Updated guidance to reflect that Recruitment Risk Assessment Policy only applies for outstanding UK DBS checks, not Overseas Criminal Record Checks.
<b>5.4</b>	<b>Visitors</b> Updated guidance to define visitors, clarify conditions that apply and appropriate DBS check levels depending on role. No longer applicable to lifeguards.
<b>Forms</b>	<b>NEW Dorm Safeguarding Poster (VFC014).</b>

## **Safeguarding Consultants: Thirtyone:eight**

All safeguarding incidents need to be recorded and appropriate support actioned. Advice should be sought regarding safeguarding concerns. If you need to contact a safeguarding professional you can contact Thirtyone:eight.

If you need to contact Thirtyone:eight, the helpline is open from 9am-5pm weekdays. For emergency safeguarding situations they have an out-of-hours helpline which is open between 7am-9am and 5pm-midnight on weekdays, and 7am-midnight on weekends and bank hols.

**0303 003 1111**

Select Option 1, then Option 3. If they ask for a membership number, say you are calling from a CPAS holiday, and give your holiday name.

All consultations with Thirtyone:eight and the subsequent recommendations will be shared with CPAS. It is the responsibility of the Safeguarding Officer (or Deputy, if a case is managed by them) to follow the recommendations made by Thirtyone:eight, even after the holiday has ended.

## **The VF Office is also contactable during your holiday**

We have updated guidance on what needs to be urgently reported. Please see section 2.4.6.

**VF Office during office hours: 0300 123 0780**

**Out-of-hours emergency number (during your holiday): 0333 034 1450**

Any phone charges incurred can be claimed back as an expense.

# Checklist

## Preparation

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- [ ] Discuss with the Overall Leaders the implications of the safeguarding policy on practical issues, such as sleeping arrangements and making confidential phone calls.
- [ ] Ensure your Overall Leaders appoint a deputy Safeguarding Officer.
- [ ] Establish good communication with the Safety Officer, Healthcare Co-ordinator and Activities Co-ordinator on your Venture or Falcon. (If you do not know who they are, ask your Overall Leader).
- [ ] Liaise with the Safety Officer regarding risk assessments, so that safeguarding aspects are considered amongst the risks.
- [ ] Ensure every volunteer has received training on the policy and has been given a copy (or a set of equivalent pointers) of the handout *Safeguarding: Pointers for Volunteers (HAN006)*.
- [ ] Pack the essential documentation provided for you by the VF Office: *Safeguarding Incident Forms (VFC036)*, *Safeguarding Poster for Members* (for you to complete with names) and the A2 glossy poster *Safeguarding Information for Volunteers*.
- [ ] Print additional signage from the Leaders Area on the VF website: Further copies of the *Safeguarding Poster for Members* and *Dorm Safeguarding Poster (VFC014)* – enough for one per dorm.
- [ ] Review the CPOMS instructions which are available on the leaders' area of the website. Test your CPOMS log-in and contact the VF Office if any problems.
- [ ] Make the team aware that the local Police Station can be contacted regarding missing persons support, reporting a crime or seeking Police Protection by calling 101.
- [ ] Download the 'NHS Safeguarding' app which will tell you which local authority a child's home address is within, and therefore which Children's Social Services you would contact if a referral needed to be made.

## On arrival/during the event

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- [ ] Put blank copies of Safeguarding Incident Forms and Continuation sheets VFC036 and VFC037 in an agreed leader's area and ensure that volunteers know where to find them.
- [ ] Display posters you have been provided in the appropriate spaces.
- [ ] Check sleeping arrangements, any visitor arrangements and that the site staff understand Ventures and Falcons' safeguarding arrangements (if not done before).
- [ ] Check the Accommodation and General risk assessment with the Safety Officer (if not done before) – things sometimes change between booking and arrival on site.
- [ ] Ensure good practice is adhered to, reminding volunteers and members where necessary, e.g. policies on photos and videos, social media.
- [ ] Respond to signs of underage or inappropriate activities, e.g. smoking/alcohol consumption/drug use/sexual behaviour.

## Safeguarding incident/disclosure checklist

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- [ ] Ensure the safety of all people involved.
- [ ] Please note statements from all individuals involved in the incident or present at the disclosure. The names, times, people involved and content of the conversation should be noted on the *Safeguarding Incident Log Forms* and this information will be used to record the incident on the CPOMS system. Once populated on CPOMS, the *Safeguarding Incident Log Form* must be shredded. All incidents should be input as soon as possible into CPOMS – within 24 hours for time critical incidents (category 1), by the end of your holiday for category 2 and within 7 days of your holiday for category 3. Categories are defined in section 2.4.1.
- [ ] If you require advice, contact Thirtyone:eight (our safeguarding consultants) and inform them of the incident, **informing them that you are calling in connection with a Venture or Falcon.**
- [ ] If it is a matter of urgency (as listed above) contact to VF Office.

## Afterwards

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- [ ] Review all incidents and situations where good practice has not been followed and note learning and subsequent changes for next year.
- [ ] Debrief with Overall Leaders, making suggestions for improvements next year
- [ ] Keep a record of emergency contact details, e.g. local Social Services, to check against next year.

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# Terminology

Various terms are used in this document with specific meanings:

<b>CPAS</b>	The Church Pastoral Aid Society (CPAS) is an Anglican evangelical mission agency working with churches, mainly in the UK and Republic of Ireland. Our mission is to enable churches to help every person hear and discover the good news of Jesus Christ. Ventures and Falcons are part of this ministry.
<b>Ventures</b>	Ventures are holidays for 8 to 18-year-olds to have fun, make friends, and get the chance to explore life with Jesus.
<b>Falcons</b>	Falcon holidays are similar to Ventures, but cater specifically for children and young people from disadvantaged backgrounds who might not otherwise get a holiday.
<b>Leader/Volunteer</b>	For the purposes of this handbook, a volunteer is anyone on the Venture or Falcon who is neither a member (defined below) nor the child of a volunteer or a volunteer couple. In some sections, 'volunteer' and 'leader' are used interchangeably.
<b>Overall Leader</b>	A volunteer who is responsible for all aspects of the Venture or Falcon which he or she is running, directly accountable to the VF Office.
<b>Junior Leader</b>	For the purposes of this handbook, a volunteer aged 16-17.
<b>Member</b>	A young person for whom a fee has been paid for them to attend the Venture or Falcon, and a contract with CPAS entered into.
<b>Child</b>	For the purposes of this handbook, anyone on the holiday under the age of 18.
<b>Parent</b>	The parent/carer/guardian who is legally responsible for and has signed the contract with CPAS for a member to come on a Venture or Falcon; or the parent/carer/guardian who is legally responsible for a volunteer under 18.
<b>Thirtyone:eight</b>	Ventures and Falcons' safeguarding consultants (formerly called CCPAS).
<b>CPOMS</b>	Online system for reporting all safeguarding concerns.
<b>VF Office</b>	The staff team at CPAS responsible for Ventures and Falcons.
<b>OBS</b>	Online Booking System

## Forms and handouts

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Forms have a consistent numbering style. The numbering follows the format **XXXnnn**.

**XXX** is one of the following:

VEN	For forms specific to Ventures
FAL	For forms specific to Falcons
VFC	For forms generic to Ventures and Falcons
HAN	For handouts for use within your team

The letters '**nnn**' denote a sequence number. However, you will find gaps in the numbering, since numbers which have been used for forms in previous years are now obsolete.

# 1 Overview

The VF Office is here to support you in your role. This section outlines the CPAS' Safeguarding Policy Statement for Ventures and Falcons and also the role of the Safeguarding Officer. This handbook formally sets out Ventures and Falcons' Safeguarding Policy for volunteers and gives some specific ways in which it can be implemented in practice.

## 1.1 Safeguarding statement

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CPAS's purpose is to enable churches to help every person hear and discover the good news of Jesus Christ. Safeguarding is part of our mission and not a barrier to it. We uphold the welfare of the child as being paramount (Children Act 1989) and believe that all children and adults at risk of harm regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity have a right to equal protections from all types of harm or abuse.

We recognise that some people are additionally vulnerable because of the impact of previous experiences, additional needs, social circumstances or other risk factors. CPAS views working in partnership with children and adults at risk of harm, alongside their parents, carers and other agencies, as essential in promoting their welfare. CPAS believes that safeguarding is everyone's responsibility and is committed to protecting children and adults at risk of harm from maltreatment and facilitating safe environments where they can flourish.

CPAS affirms the Principles of the House of Bishops' Policy for Safeguarding that: *'Every person has a value and dignity which comes directly from the creation of male and female in God's own image and likeness. Christians see this potential as fulfilled by God's re-creation of us in Christ. Among other things this implies a duty to value all people as bearing the image of God and therefore to protect them from harm.'*

### 1.1.1 What Does Safeguarding Children Include?

A child is anyone under the age of 18. Safeguarding, promoting welfare and child protection includes the following:

- Protecting children from maltreatment.
- Preventing impairment of children's health or development.
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.
- Undertaking a role to enable those children to have optimum life chances. As part of our safeguarding responsibility, Ventures and Falcons is committed to:
  - Listening to, relating effectively to and valuing children and young people whilst ensuring their protection within Ventures and Falcons activities.
  - Responding in concordance with the Safeguarding Policy to concerns of harm or abuse occurring or disclosed during the event or afterwards.
  - Having a system for dealing with complaints about Ventures and Falcons.
  - Ensuring that volunteers are given support and training.
  - Maintaining appropriate links with statutory authorities.

Ventures and Falcons recognises that many children and young people today are the victims or survivors of neglect and physical, sexual, spiritual, and emotional harm and abuse. Volunteers may also have experienced abuse of some kind, either recently or as a child. Accordingly, Ventures and Falcons has adopted the *CPAS Safeguarding Policy*, which should be read in conjunction with this *Safeguarding Officer's Handbook*.

The policy and procedures cover the following areas:

- What to do if you are worried a child/young person might have been harmed.
- Responding to allegations of abuse, including those made against volunteers or by volunteers of Ventures or Falcons.
- Responding to formal or informal complaints, including those made against volunteers or by volunteers of Ventures or Falcons.
- Appointing, supporting and training volunteers of Ventures and Falcons.
- Supervision of activities and safeguarding good practice.
- Challenging poor safeguarding practices.

- Supporting victims of abuse.
- Working with those who may pose a risk.
- Reviewing the events, policies and procedures and learning from year to year.

### **1.1.2 Roles and Responsibilities**

Safeguarding is the responsibility of everyone on a Venture or Falcon holiday, not just the designated Safeguarding Officer and Overall Leaders. Every volunteer is responsible for their own behaviour and ensuring the safety and welfare of children, young people and adults at risk both during an event and in any contact after an event. In addition, volunteers are required to watch out for each other to ensure that good practice is followed. However, all Overall Leaders of Ventures and Falcons are responsible for ensuring that each member of their team understands their responsibility, the Safeguarding Policy, and its associated procedures. The Overall Leader has a summary of the policy for this purpose, but they should also familiarise themselves with the responsibilities of each special delegated role.

In addition, Ventures and Falcons is committed to providing ongoing training for Overall Leaders and Safeguarding Officers and Deputies. The role of Safeguarding Officer and Deputy Safeguarding Officer can be interchangeable when the need arises. This handbook only refers to the Safeguarding Officer, but the handbook applies to either role. This policy is in place to protect children and young people, but also to protect volunteers from allegations which may be unfounded. It also demonstrates our continued commitment to safety, good practice and accountability. This policy statement refers to safeguarding policies and procedures regarding the welfare and protection of children/young people including the promotion of good practice and the prevention of situations which may lead to abuse. It includes disclosures and allegations of abuse, be that physical, emotional, spiritual or sexual abuse, neglect or organised abuse. Policy concerning issues of general safety and health on Ventures and Falcons are to be found in the *Overall Leader's Handbook* and in specific handbooks for these specially delegated officers.

The Safeguarding Policy and related procedures have been prepared in accordance with up-to-date statutory guidance and guidelines provided by a qualified and independent safeguarding consultant. They are subject to an annual review and, for this reason, volunteers should attend in-person safeguarding training each year prior to the start of the holiday.

### **1.1.3 Helping Survivors of Abuse**

If a victim or survivor of abuse (whether a member or a leader) discloses current or non-recent abuse at a Venture or Falcon it is important to listen, not to judge and not to investigate. It is important to recognise the courage shown by anyone who discloses abuse and the need to refer such concerns to the authorities, especially when the person concerned and/or others are still at risk. Leaders should always consult with the Safeguarding Officer or the VF Office. Advice can be sought from our external safeguarding consultant, Thirtyone:eight.

We consider the support of victims of abuse to be important and that the proper place for this is in the context of the local church, not just for a few days during a short residential event. The leader who received the disclosure should encourage such victims of abuse to talk to a group volunteer at their church or school (offering, if possible, to be with them when they do so) so that they can receive on-going support.

### **1.1.4 Positions of Trust**

As a charity, we recognise the trust placed in volunteers by parents and all members. The Sexual Offences Act 2003 has amended legislation to include faith group leaders (found in the *Police, Crime, Sentencing and Courts Act 2022*; Section 47). Across the course of a holiday, volunteers are with young people regularly enough to be recognised members of the team, and are therefore in a position of trust (or perceived position of trust in the case of Junior Leaders).

It is therefore unacceptable for volunteers to abuse their position of trust, in particular by engaging in any behaviour which might allow a sexual relationship to develop whilst the relationship of trust continues, and entering into any sexual activity with anyone under 18 on the holiday is illegal. The only exception to this would be if the sexual relationship began before the position of trust between a legally consenting 16+ year old young person and the now volunteer. The Overall Leader should be made aware of any pre-existing sexual relationships between volunteers and members.

We consider it of paramount importance to protect the welfare of the young people in our care and protect them from sexual activity from those looking after them. Volunteers on Ventures and Falcons must recognise that they are in a position of trust and that they are not to abuse that relationship. This includes abuse in

any contact or communications, including the making, sending or viewing of inappropriate material, either during or following an event. We recommend scenarios featuring this are covered in the in-person safeguarding training.

All volunteers have a duty to raise concerns to the Safeguarding Officer about behaviour by any volunteer which may be harmful to those in their care, or which may be negligent concerning safeguarding or safety procedures. These principles of the 'abuse of trust' apply irrespective of sexual orientation, ethnicity, gender, etc. Any volunteer with any concerns about this area (for example, if they feel they may already be in breach of our safeguarding policies) should raise them immediately with their Overall Leader or Safeguarding Officer. Undertaking or continuing a sexual relationship whilst in a position of trust may be a criminal offence and therefore clarification should be sought.

## **1.2 Your role as Safeguarding Officer**

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The Overall Leaders, while accountable to the VF Principal and CPAS, have ultimate responsibility for all matters concerning the Venture or Falcon, but as Safeguarding Officer you have been delegated responsibility for focusing on and ensuring that the Venture or Falcon operates in a way which safeguards and protects the children/young people in your care. In instances where it is appropriate for the Deputy Safeguarding Officer to manage a safeguarding incident, the same role and responsibilities are applicable. These include:

- ensuring that the team is trained in safeguarding knowledge and procedures.
- ensuring that procedures and good practice are in place and that their importance in preventing and responding to safeguarding concerns is understood.
- being the first line of reference for any volunteer who wishes to raise an issue or concern.

Safeguarding is not restricted to preventing actual harm but relates to any area where we need to be careful to keep children and young people 'safe from harm'. For the purposes of this role, we define the scope of safeguarding to include:

- the prevention of personal harm and abuse of all kinds, including bullying.
- the initial consideration of, and seeking advice on, disclosures or allegations of abuse.
- the prevention of drug/alcohol use during a holiday.
- enabling the positive benefits of safeguarding to be understood by all volunteers as being supportive of them in their roles.
- ensuring any incident or persistent/serious breach of safeguarding procedures is considered, recorded and appropriate action taken.
- ensuring children and young people in your care feel safe.
- reporting any abuse or inappropriate behaviour between volunteers and members reported to, or witnessed by, you, and acted upon immediately. If a report is made after the holiday but concerns a relationship made during the holiday, this must be followed up immediately as per holiday guidance, ensuring that any agreed policies about the use of social media and mobile devices are implemented.

## **1.3 Working with the Safety Officer, Healthcare Co-ordinator and Activities Co-ordinator**

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We have defined the above roles separately so that individuals can focus better on the vital responsibilities they each entail. There can be some confusion as to which role tasks and responsibilities fall under, and indeed everyone has some responsibility for the safety and welfare of the members. The table below clarifies this, and highlights many situations where these roles will need to work together.

The Safety Officer is responsible for undertaking risk assessments for your Venture or Falcon. He/she will have to work with you to ensure that safeguarding issues are considered as part of that risk assessment process.

In the table on the next page, primary responsibility is indicated by a ✓, and secondary responsibility is indicated by a (✓).

	Safety Officer	Healthcare Co-ord	Activities Co-ord	Safeguarding Officer
General onsite risk assessment	✓	(✓)		(✓)
Specific activity risk assessment	✓		(✓)	
First Aid setup (qualifications and kits)	✓	(✓)	(✓)	
Administering First Aid*	(✓)	(✓)	(✓)	
Incident log setup	✓			
Incident log entries/updates	✓	(✓)	(✓)	(✓)
Safeguarding Incident log setup/follow-up				✓
<i>Emergency Contact Information Form (VFC002)</i>	✓			(✓)
Fire safety	✓			
Emergency plan	✓		(✓)	(✓)
RIDDOR reporting†	✓	(✓)	(✓)	
General safety, e.g. car, pool, minibus	✓		(✓)	(✓)
Organisation of driving, including ensuring drivers read <b>HAN001</b> (and for minibuses <b>HAN007</b> ), complete <i>Driver's Form (VFC944)</i> and have their driving licences checked online.	(✓)		✓	
Minibus permits			✓	
Supervision of medication		✓		
Health forms		✓	(✓)	
Allergen awareness‡		✓	(✓)	
General hygiene		✓		
Medical room		✓		
Permission forms			✓	
Organisation of activities (including completing forms <b>VFC918</b> , <b>VFC947</b> and <b>VFC021</b> as appropriate)			✓	
Ensuring Outdoor Activity Policies are followed	✓		✓	
Ensuring lifeguards have correct qualifications	✓		✓	
Ensuring Safeguarding procedures are followed	(✓)	(✓)	(✓)	✓

\* First aid will be administered as appropriate by a qualified First Aider.

† RIDDOR reporting is the responsibility of the VF Office. Please contact as soon as possible when a member or leader is taken to the doctor or hospital.

‡ Working with your catering team or the site catering staff.

## 1.4 Working with the VF Office and Thirtyone:eight Safeguarding Consultants

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It is essential to seek immediate advice for any matter concerning harm or persistent negligence.

### 1.4.1 The VF Office

The VF Office should be contacted following Thirtyone:eight's advice if any further support, guidance or clarity regarding Ventures and Falcons policies would be helpful.

The Ventures and Falcons Office can be contacted on:

- 0300 123 0780
- ventures@cpas.org.uk or falcon@cpas.org.uk
- Out-of-hours phone: 0333 034 1450 (24 hours, during your Venture or Falcon)

Not all of the team work full-time, but there is normally someone in the office from 9am to 4pm, Monday to Friday.

### 1.4.2 Safeguarding Consultants: Thirtyone:eight

All safeguarding incidents need to be recorded and appropriate support actioned. Advice should be sought regarding safeguarding concerns. If you need to contact a safeguarding professional you can contact our safeguarding consultants.

If you need to contact Thirtyone:eight, the helpline is open from 9am-5pm on weekdays. For emergency safeguarding situations they have an out-of-hours helpline which is open between 7am-9am and 5pm-midnight on weekdays, and 7am-midnight on weekends and bank holidays.

**0303 003 1111 (option 1, then option 3)**

If they ask for a membership number, let the advisor know that you are calling from a CPAS holiday, and give your holiday name. For further information on working with Thirtyone:eight, please see Section 2.4.3.

## 1.5 Keeping a Holiday Register

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CPAS' insurance company requests that we provide registers of all holidays for safeguarding purposes. To make this process as simple as possible, the VF Office will provide you with a register to use on your holiday. If you use an alternative format, please ensure you have captured all the information requested by our form. This will come with all your leader and member names inserted and allows space for you to add those of leaders' children, visitors etc. This register needs to be completed throughout the week, recording who is on and off-site on which days.

Safeguarding Officers should also use the register to indicate which leaders were present for safeguarding training and when this took place e.g. as part of the whole team briefing or via individual follow-up, and include relevant dates. Columns are included in the register templates for this.

At the end of the holiday, the completed register needs to be returned, along with your *Incident Logs* and other returning documents, to the VF Office for storage.

The register will be posted and emailed to a nominated Overall Leader as close to the holiday as possible, to ensure as many people as possible are included. There will also be space available for late additions.

The register does not have to be completed by an Overall Leader, but by any volunteer who is happy to take on the responsibility for marking any overnight absences of members and leaders, and noting those going off-site for activities etc.

When leaders, visitors or members leave and return to site, this should also be recorded on the register.

# 2 Safeguarding in Practice

## 2.1 Awareness of harm and abuse

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### 2.1.1 The wider safeguarding network

- On each Venture and Falcon holiday, the designated person with responsibility for safeguarding is the Safeguarding Officer. Your Overall Leader will also appoint a Deputy Safeguarding Officer who is unrelated to you. They will be able to step in if you are either unavailable, overstretched or implicated (or related to someone who is implicated). There may be more than one Deputy Safeguarding Officer appointed. All volunteers need to be aware of who the two people with this responsibility are.
- Ensure that your Venture or Falcon team has had the policy and relevant procedures explained to them, and have received training on dealing with safeguarding issues.
- Overall Leaders should encourage members to talk to leaders with any concerns – e.g. their dorm leaders.
- Every safeguarding incident must be recorded at the earliest possible opportunity. Where Safeguarding Officer requires advice on how to manage the safeguarding concern, they must contact Thirtyone:eight and follow the recommendations given, even if these need to occur after the completion of the holiday. These actions should also be recorded on the CPOMS system. In certain circumstances, the Overall Leader or the VF Office must also be informed.
- There may be instances where the Police and/or social services will need to be informed of safeguarding concerns. We advise that the Safeguarding Officer downloads the *NHS Safeguarding* app to be able to identify the local authority relevant to the child's home address, and find contact details for the appropriate Children's Social Services Team.

### 2.1.2 A summary of 'harm' and indications of harm

This is further detailed in the handout *Safeguarding: Pointers for Volunteers* (HAN006), found in the appendix.

1. Harm means ill-treatment or the impairment of health or development, including, for example, impairment suffered from seeing or hearing the ill-treatment of another.
2. There are no absolute criteria on which to rely when deciding whether something constitutes harm or significant harm. Consideration of the severity of ill-treatment may include the degree and the extent of physical harm, the duration and frequency of abuse and neglect, the extent of premeditation, and the presence or degree of threat, coercion, etc.
3. 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, for example via the internet. They may be abused by an adult or adults, or another child or children.
4. The maltreatment of children – physically, emotionally, sexually, spiritually, or through neglect – can have major long-term effects on all aspects of a child's health, development and well-being. The immediate impact and longer-term impact can include anxiety, depression, substance misuse, eating disorders and self-destructive behaviours, offending and anti-social behaviour. Maltreatment is likely to have a deep impact on the child's self-image and self-esteem, and on his or her future life. Difficulties may extend into adulthood.
5. Self-harm is when somebody intentionally damages or injures their own body. It can be an expression of overwhelming distress or communication of unmet needs. Intent varies from person to person but common themes are to relieve unbearable tension, reduce emotional distress or punish themselves. Those who habitually self-harm are likely to struggle to stop without alternative strategies to cope.

**N.B.** It is not the position of leaders or the Safeguarding Officer to make a judgement on the type of harm, the severity or type of abuse and its likely impact, but to simply listen, respond, seek advice and refer on to appropriate service, as needed.

### **2.1.3 Prevent Duty**

In July 2015 the Prevent Duty became law, with the intention of helping to protect children and young people from the risk of radicalisation (for more information visit the [www.gov.uk](http://www.gov.uk) website).

This duty arises from the Counter-Terrorism and Security Act 2015 and requires all schools and registered early years providers (classed as 'Specified Bodies') to have due regard to preventing people being drawn into terrorism.

Whilst Ventures and Falcons are not a 'Specified Body' as defined within the Act, volunteers should take care to be alert to any reason for concern in a child's life at home or elsewhere, and this includes awareness of the expression of extremist views. The government has defined extremism as 'vocal or active opposition to fundamental British Values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.'

Volunteers should report any concerns to the Safeguarding Officer, who in turn should ensure advice is then sought from our safeguarding consultants, Thirtyone:eight.

## **2.2 Listening and responding to children**

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This section gives useful guidelines that all volunteers should be aware of for all children disclosing concerns. A child is anyone under 18 years of age.

### **General points:**

- maintain professional curiosity
- keep calm and look at the child directly
- show acceptance of what the child says
- tell the child you will need to let someone else know – do not promise confidentiality
- even when a child has broken a rule, they are not to blame for the abuse
- be aware that the child may have been threatened or bribed not to tell
- Never push for information – instead focus on helping the child feel comfortable to talk. If the child decides not to tell you after all, then accept that but let them know you are always available to listen and record/report any initial concerns.

### **Helpful things you may say or show:**

- I believe you (or showing acceptance)
- Thank you for telling me
- It's not your fault
- I will keep you updated with what is happening with this information
- What could I do to help you feel supported?

### **Don't say:**

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?
- False promises
- Statements such as "I am shocked, don't tell anyone else"

### **Concluding:**

- Reassure the child that they were right to tell you
- Let the child know what you are going to do next and that you will let them know what happens
- Leaders should report their concerns to the Safeguarding Officer/Deputy first, unless they are implicated. They will seek advice from Thirtyone:eight on how to proceed.

## **2.3 Confidentiality**

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### **2.3.1 When talking with a child**

Complete confidentiality cannot be guaranteed by volunteers to a child. If a member promises confidentiality to a fellow member concerning harm and then discusses this with a volunteer, they must be listened to

carefully and persuaded that it is in the interests of all concerned to share this further, on a need-to-know basis. Children should be advised that whilst we can't keep information 'secret', we will treat it confidentially, and only share it with people who need to know.

Any matter concerning likely harm to a child must be referred to Thirtyone:eight and the relevant authorities. Section 2.4 outlines procedures for documenting concerns and seeking advice. The Safeguarding Officer should ensure that all volunteers are aware of these procedures so that children and young people can be kept safe from harm.

### 2.3.2 When talking with an adult

If an **adult (18+) discloses abuse**, past or present, a few considerations may need to be considered. Thirtyone:eight advises the following:

*'Mental capacity or the ability to make decisions about their safety and well-being is crucial when it comes to supporting adults. Whilst being able to respect an individual's rights to autonomy it is also important to consider their need for protection.'*

*Confidentiality when it comes to adults is slightly different i.e. if an adult shares that they have been abused, it will be **their** decision whether to report it to authorities. However, if the alleged perpetrator is in a potential position to abuse others, then the person in receipt of the disclosure may have a duty to report it. Therefore, as in the case of children, confidentiality can't be promised. Where possible, concerns should be passed to the Safeguarding Officer. If the Safeguarding Officer is concerned that an adult may have been or is in danger of being abused, they should contact Thirtyone:eight in the first instance, who may advise a referral to Adult Social Care.'*

One question for the Safeguarding Officer to discuss with Thirtyone:eight would be whether the Overall Leaders need to be informed. If the adult leader's disclosure or state of mind has the potential to impact the safe running of the holiday for members, then Overall Leaders will need to be alerted, but not necessarily to all the details. If the safe running of the holiday is affected, the VF Office should be made aware.

## 2.4 In the event of a safeguarding incident or disclosure

### 2.4.1 Managing Safeguarding Concerns

All safeguarding incidents and concerns must be reported to the Safeguarding Officer. The following categories provides a threshold gauge to enable Safeguarding Officers to quickly assess the concern and follow the appropriate steps, at the right time, to ensure the safety of children and young people on your holiday.

There are three categories of safeguarding concerns, depending on the level of severity or urgency of the situation. Category examples and the actions to be taken for each of these categories are laid out in the rest of this section.








<b>Category 1</b>	<b>Concerns requiring a time critical response</b>	These are urgent concerns that a child has been seriously harmed on your holiday or is at imminent risk of serious harm requiring immediate (usually statutory) intervention.
<b>Category 2</b>	<b>Concerns requiring careful, timely intervention</b>	Defined as an emerging or growing concern that a child may have been harmed or be at risk of harm, either on your holiday or when they return home, requiring careful attention and timely reporting and/or intervention.  This category covers concerns that have not previously been disclosed or reported, so there is no known statutory involvement and/or external support framework already in place to address the risk and ensure the ongoing safety of the affected child(ren).
<b>Category 3</b>	<b>Concerns requiring behaviour management and/or pastoral care</b>	These concerns are not all, in themselves, immediately a safeguarding matter but they should be recorded to enable pattern spotting (which may escalate the concern) and managed in line with your member's code of conduct and behaviour policy, agreed support plan or addressed through appropriate training.

## CATEGORY 1 – Concerns requiring a time critical response

These are urgent concerns that a child has been seriously harmed on your holiday or is at imminent risk of serious harm requiring immediate (usually statutory) intervention.

Some examples of this may include:

- A member is reported to have run away / been missing for over 4 hours.
- Disclosure or allegation of abuse perpetrated by a leader on your holiday.
- Disclosure or allegation of harmful child on child abuse on your holiday.
- Disclosure, allegation or indicator of abuse perpetrated outside the holiday context where the risk is understood to be ongoing and the child's return home is imminent.
- Thoughts of suicide or self-harm with intent, plan and/or means.
- Drug use: bringing, using and dealing drugs on a holiday.

Category 1 Actions		
You must	You should	You could
<p> Take steps to ensure the safety and wellbeing of all holiday members and team.</p> <p> Contact Thirtyone:eight* for clarity (if time allows).</p> <p> Contact emergency services in the event of danger or crime, or when Thirtyone:eight cannot be reached so as not to delay action.</p> <p> Notify the VF Office within 1 hour, via the out-of-hours line: 0333 034 1450 – open 24/7 for emergency calls.</p>	<p> Record the incident(s) on CPOMS within 24 hours, and any subsequent actions thereafter.</p> <p> Endeavour to close the loop or maintain dialogue with those who have been affected: clarify the actions you have taken, what to expect next and signpost support. <i>This should be done under the guidance of the lead agency involved in the case.</i></p>	<p> Access further support or supervision to help you process the experience and reflect on your own practice.</p>

\*Thirtyone:eight helpline open between 7am and midnight for emergency safeguarding advice (0300 003 1111, opt.2)








## CATEGORY 2 – Concerns requiring careful, timely intervention

Defined as an emerging or growing concern that a child may have been harmed or be at risk of harm, either on your holiday or when they return home, requiring careful attention and timely reporting and/or intervention.

This category covers concerns that have not previously been disclosed or reported, so there is no known statutory involvement and/or external support framework already in place to address the risk and ensure the ongoing safety of the affected child(ren).

Some examples of this may include:

- Disclosure or allegation of inappropriate child on child behaviour(s) exhibited on your holiday.
- Disclosure, allegation or indicator of abuse perpetrated outside the holiday context which you understand has not previously been reported and where the risk is potentially ongoing/increased when the child returns home.
- Disclosure or indicator(s) of poor self-care, personal hygiene or living conditions.
- Repetitive category 3 behaviours which form a pattern of growing concern e.g. increasingly sexualised language.
- Thoughts of suicide or self-harm/eating disorders/mental health concerns – beyond what is already known about and manageable.
- Child welfare concerns arising from any parent/guardian interactions.
- Significant and/or persistent leader conduct concerns.

Category 2 Actions		
You must	You should	You could
<p> Take steps to ensure the safety and wellbeing of all holiday members and team.</p> <p> Contact Thirtyone:eight* as soon as possible where the concern relates to abuse / leader conduct, or via their non-emergency line if safe to wait.</p> <p> Notify the VF Office asap where the concern relates to persistent leader conduct, via the out-of-hours line: 0333 034 1450 (open between 8am - 9pm for important calls).</p>	<p> Endeavour to close the loop or maintain dialogue with those who have been affected: clarify the actions you have taken, what to expect next and signpost support. <i>This should be done under the guidance of Thirtyone:eight or any lead agency if applicable.</i></p> <p> Record the incident(s) on CPOMS before your holiday finishes, and any subsequent actions taken.</p>	<p> Access further support or supervision as required to help you process the experience and reflect on your own practice.</p> <p> Contact the VF Office for further support on category 2/3 concerns, via the out-of-hours line: 0333 034 1450 (open between 8am - 9pm for important calls).</p>

\*Thirtyone:eight helpline open between 7am and midnight for emergency safeguarding advice (0300 003 1111, opt.2), and 9am-5pm weekdays for emergency and non-emergency calls.








### **CATEGORY 3 – Concerns requiring behaviour management and/or pastoral care**

These concerns are not all, in themselves, immediately a safeguarding matter but they should be recorded to enable pattern spotting (which may escalate the concern) and managed in line with your member's code of conduct and behaviour policy, agreed support plan or addressed through appropriate training. Defined as:

- Behavioural issues or wellbeing concerns that sit within the expected range for the age and situation of children and young people in your care, arising either as part of typical social and emotional development or due to additional needs that are already being managed through a support plan.
- Leader conduct matters arising from inexperience or that may indicate a training need.

Some examples of this may include:

- Inappropriate language
- Member conflict
- Behaviours connected to additional needs
- Recent bereavement or family / environmental factors or stressors
- Emotional wellbeing and regulation
- Thoughts of suicide or self-harm / eating disorders / mental health concerns – which are known about and manageable through their support pan or pastoral care
- Leader conduct that could be construed as a conduct breach if left uncorrected

Category 3 Actions		
You must	You should	You could
<p> Take steps to ensure the safety and wellbeing of all holiday members and team.</p> <p> Refer to member's support plan (if applicable) or code of conduct and/or behaviour policy to guide next steps.</p> <p> Notify Overall Leaders where the concern relates to leader conduct.</p>	<p> Endeavour to close the loop or maintain dialogue with those who have been affected: clarify the actions you have taken, what to expect next and signpost support. <i>This should be managed pastorally, alongside advice from parents/carers and any involved agencies where applicable.</i></p> <p> Record the incident(s) on CPOMS within a week of your holiday finishing, and any subsequent actions taken.</p>	<p> Access further support or supervision as required to help you process the experience and reflect on your own practice.</p> <p> Contact the VF Office for further support on category 2/3 concerns, via the out-of-hours line: 0333 034 1450 (open between 8am - 9pm for important calls)</p>

In light of the categories above, here are key questions to remember:

1. **What qualifies as a safeguarding concern?** Category 1 and 2 are safeguarding concerns, which require specific actions under advice from Thirtyone:eight if possible or potentially (in the event of some Category 1 concerns) from emergency/statutory services.
2. **Who to call and when?** Please refer the Actions table relating to each category of concern. Category 1 concerns are **time critical** so actions must not be delayed. Advice for these can be sought from **Thirtyone:eight** during their out-of-hours service (7am-midnight, 7 days per week). In emergency situations or when Thirtyone:eight cannot be reached, do not delay seeking help and contact the appropriate emergency/statutory services. The VF Office should also be notified as soon as possible regarding Category 1 concerns. For the most part, Category 2 concerns can be followed up during office hours – both for contact with Thirtyone:eight and the VF Office where applicable.
3. **What can wait?** Category 3 concerns require a report made on the CPOMS system, and ongoing monitoring/management but will likely not require advice from Thirtyone:eight or VF Office notification. An example of this would be a concern where there is already external agency support in place and behaviours or needs are being managed as part of a plan, or where there is no medical emergency (no self-harm during holiday, no active suicide plan etc.)

## 2.4.2 Gathering information to assess concerns

When gathering relevant information following a disclosure, incident or presentation, here are some key questions:

- Can you describe the behaviours/concerns?
- Who saw this or heard this, and what did they see/hear?
- Are there any known additional needs?
- Is this a recent or non-recent disclosure? When did this happen?
- Has the disclosure already been referred to statutory agencies?
- Are there any organisations involved? If so, which ones and how are they supporting?
- Have you spoken to the parent/carer (this may not be appropriate to do depending on the nature of the disclosure)? If not, how does the young person feel about telling them? What did the parents/carers share in response?
- Is there any extra information relating to the family that would be helpful to know? (e.g. mental health concerns (parental or child), additional needs, financial strains/poverty, housing issues.)

If you need to gather further information, the following sources may be helpful:

- Child or young person
- Booking form of *Health Update Form*
- Accompanying youth worker
- Safeguarding Lead at church/youth group or school
- Any supporting agencies currently involved
- Parent, carer, or social worker

## 2.4.3 Working with Thirtyone:eight

CPAS has a membership with safeguarding consultants Thirtyone:eight. **Their helpline is available to Ventures and Falcons holiday volunteers, as an extension of this membership, between 7am and midnight every day for emergency safeguarding advice only (0300 003 1111) and between 9 - 5pm weekdays for both emergency and non-emergency calls.**

When calling Thirtyone:eight, you should cover the following steps:

- Select option 1 – Yes to Membership.
- Select option 3 – Speak with the Helpline Team.
- If they ask for a membership number, let the advisor know that you are calling from a CPAS holiday, and give your holiday name.
- Provide initials for the people you are calling about for the advisor to include in their response (to provide clarity for records).
- Describe the situation and any further information you have been able to gather.

- Establish your immediate next steps and how to manage this child or young person for the remainder of the holiday.
- Clarify what information should be referred or shared with others, and when.

Follow Thirtyone:eight's guidance and ensure you document any action taken. If Thirtyone:eight's advice does not seem immediately workable you should discuss this during the call. If you still require a second opinion, then call the VF Office to discuss further.

Very occasionally, you may get through to an answering machine when phoning Thirtyone:eight. Please leave your name, number, the end date of your holiday and a brief outline of why you are calling and they will call you back. If you have not received a call back **within 1 hour**, you should try their helpline again. In the event that you still cannot get through, send an email requesting a call back to [advice@thirtyoneeight.org](mailto:advice@thirtyoneeight.org) (which is for members only) with the subject header CPAS holiday and your holiday name. Please also alert the VF Office (as soon as possible) that you have been unable to get through.

#### **2.4.4 Recording safeguarding incidents and disclosures on CPOMS**

Leaders should speak immediately to the Safeguarding Officer, or their Deputy, who may seek advice from Thirtyone:eight (as outlined above in section 2.4.3) and/or the VF Office.

Suspensions or allegations should not be discussed with anyone other than those nominated above (unless they are from required statutory agencies).

The *Safeguarding Incident Log Form (VFC036)* can be used to make notes of the safeguarding incident or disclosure. This should then be given to the Safeguarding Officer (or Deputy) to upload the information to the online CPOMS system as a safeguarding 'incident'. Once uploaded, all *Safeguarding Incident Log Forms* must be shredded.

- **Category 1** concerns/incidents should be recorded within 24 hours of the disclosure/incident.
- **Category 2** concerns should be recorded by the end of your holiday.
- **Category 3** and any other incidents should be recorded within 1 week of the end of the holiday.

CPOMS entries will be read by a member of the CPAS Safeguarding Team within working hours but you will only receive a response if we require you to take further action. If you desire advice on how to proceed, do not delay in taking action while awaiting a response on CPOMS, please contact Thirtyone:eight or the VF as per the flowchart.

Leaders are advised to write up the incident as soon as possible (preferably within one hour of the child talking to them), writing down exactly what the child said and when, what was said in reply and what was happening immediately beforehand. Record the dates and times of these events, the names of all those present, and the initial actions taken and when you made the record.

The Safeguarding Officer, in consultation with CPAS's safeguarding consultants, Thirtyone:eight, and/or the VF Office, will consider whether or not it is safe for a child to return home to a potentially abusive situation. On rare occasions, it might be necessary to take immediate action to contact Children's Social Services and/or the police to discuss putting safety measures into effect for the child or young person so that they do not return home.

Safeguarding Officers should also consider the feelings of and impact on the leaders involved and encourage them to seek pastoral support if required (see section 2.5).

#### **2.4.5 When to alert your Overall Leader**

If you are confident that Thirtyone:eight have answered your questions and you are comfortable carrying out their next steps, then not all safeguarding incidents need to be reported to your Overall Leader. You (and the leader involved) must still write up the incident, either directly onto the CPOMS system online, or by inputting information into CPOMS from a *Safeguarding Incident Log Form* at the earliest availability. All *Safeguarding Incident Log Forms* must be shredded once the information has been uploaded to CPOMS. The VF Office will receive a copy of any advice issued to you directly from Thirtyone:eight themselves.

However, there are occasions when a safeguarding concern has the potential to impact the safe running of the holiday or safer recruitment decisions. If this is the case, the information should also be reported to your Overall Leader and, potentially, the VF Office. If your Overall Leader(s) is related to someone involved in the incident, you can let them know the headlines of the impact on the holiday, but it's not appropriate for you to discuss anything further or to involve them in any decision-making.

Any decision-making around safeguarding incidents should not:

- involve an Overall Leader, Safeguarding Officer or Deputy Safeguarding Officer who is involved in, or related to, anyone involved in the safeguarding incident.
- be made between two people (whether they are Overall Leaders, Safeguarding Officers or Deputies) who are related to each other.

If this leaves no one to discuss the incident with, please call Thirtyone:eight and the VF Office (to speak to the Safeguarding Manager or the VF Principal).

## 2.4.6 When to contact the VF Office

Concerns and queries have now been categorised below to provide guidance as to when you are expected to inform the VF Office. Calling within the appropriate window ensures you receive appropriate help at the right time and keeps the phone line free for emergency and urgent issues. The VF Office can be contacted during office hours on 0300 123 0780 and out-of-hours (during your holiday) on 0333 034 1450.

<p><b>Emergency</b></p> <p>Notify us as soon as possible. Phonenumber open 24/7 for emergency calls.</p>	<p><b>Emergency situations where you must also notify the VF Office as soon as possible, any time day or night, as part of your emergency response.</b></p> <ul style="list-style-type: none"> <li>• Death of member or volunteer</li> <li>• Serious accident or injury (e.g. life threatening or life-impairing)</li> <li>• Member / Junior leader (U18) has been missing for 4+ hours</li> <li>• Extreme safety risk and/or site damage (e.g. fire / flood / stability of building)</li> <li>• Violent attack, terrorist or major criminal activity.</li> <li>• Category 1 Safeguarding Concern (Serious, Time Critical)</li> </ul>
<p><b>Important</b></p> <p>Notify / Consult with us as soon as possible. Phonenumber is open <b>between 8am and 9pm</b> (including weekends and bank holidays) for important calls.</p>	<p><b>Important situations where you must notify/consult with the VF Office anytime between 8am – 9pm.</b></p> <ul style="list-style-type: none"> <li>• Changes to your Overall/Senior leadership team e.g. an Overall Leader becomes incapacitated</li> <li>• Situations that arise due to unforeseen circumstances where usual policy cannot be upheld</li> <li>• Sickness bug / Infection outbreak that appears to be spreading – affecting almost 10% of your community</li> <li>• Disruption to essential services e.g. water / gas / electricity supply</li> <li>• Category 2 Safeguarding Concerns that relate to persistent or concerning leader conduct</li> <li>• Category 2 Safeguarding Concerns <b>if further support is required after contacting Thirtyone:eight</b></li> <li>• Any incident/accident that may be reportable to RIDDOR</li> </ul>
<p><b>Routine</b></p> <p>Notify / Consult with your co-ordinator as soon as possible. The VF Office is open (9am – 4pm, Mon – Fri) for routine updates and general enquiries.</p>	<p><b>Routine situations where you must notify the VF Office, during office hours (9am – 4pm, Mon – Fri).</b></p> <ul style="list-style-type: none"> <li>• Child leaves your holiday early (e.g. due to behaviour, homesickness, illness or at request of family)</li> <li>• Hospital visits</li> <li>• Isolation of volunteer/member(s) due to sickness / diarrhoea / infection</li> <li>• Changes to useability of your site/venue</li> </ul>

## 2.4.7 What to do if the Safeguarding Officer, their Deputy, or someone related to either of them, is implicated

If both the Safeguarding Officer and their Deputy are implicated or related to someone who is involved, then the leader should immediately escalate the situation to an Overall Leader who is not related to anyone involved, or to Thirtyone:eight and the VF Office themselves for guidance. Phone numbers for both should be available in the leaders' area at all times.

## 2.5 Pastoral care

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Pastoral care for potential victims/survivors is vital. However, the person providing this care and/or liaising with the authorities must not be also the person providing pastoral support to the person against whom an allegation or complaint has been made. For example, an Overall Leader or Safeguarding Officer should not be caring for or liaising with a member who may have been harmed and also a volunteer who is alleged to have harmed them. There should be no partiality. Please contact the VF Office for further advice should you need it. Once a Venture or Falcon has ended, pastoral support for any party is best provided by the local church.

If anyone on the team is affected by a safeguarding situation during the holiday and requires support, it will need to be considered whether they are in a position to stay on the Venture or Falcon, and whether you have a leader with the capacity and skill to provide the support needed. If appropriate support is not available on the holiday, an affected leader may need to return home to receive local support. Failing this, please contact the VF Office, and we can arrange a pastoral support. It is recommended that another leader calls Thirtyone:eight to set up the call just to ensure it starts smoothly. For ongoing support, you could signpost the individual to Thirtyone:eight's chargeable Listening Service (please arrange this through the VF Office), or the Association of Christian Councillors, [www.acc-uk.org](http://www.acc-uk.org).

## 2.6 Careful practice

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Here are some principles of good practice which must normally be adhered to. Following these, which are mainly common sense, will avoid many of the situations which lead to allegations and risk.

- As a volunteer, never be in a one-on-one situation with a member, particularly out of sight of others (for example, in a room with the door closed). If you find yourself in such a situation, then change it! If you want to have a private conversation then you can do so either in the corner of a larger room where there are other people around, or where there are windows and people can see you, or outside away from other people in sound but not sight.
- Don't get into situations where a volunteer of one sex is in close sole contact with small numbers of members of the other sex. For example, if a member wants to talk through some personal issues after a meeting, ensure the volunteer involved is the same sex – if you find yourself in a situation where you're breaking this rule, then change the situation! Of course, friendships are good, but you could end up encouraging inappropriate crushes and relationships. If a volunteer becomes aware that a member has developed a crush, this needs to be taken seriously and discussed with the Safeguarding Officer. It is not to be treated as a joke. All leaders over 18 years of age are in a position of trust and leaders under 18 years of age are in a perceived position of trust.
- Be very careful about physical contact, particularly with members of the opposite sex. There will be circumstances where certain contact is acceptable or even beneficial (e.g. high five, fist bump, etc), but this should always be undertaken with consideration and never out of sight of other volunteers.
- Maintain strict segregation between sleeping areas of different sexes. Members and volunteers should not be allowed in single-sex areas of the opposite sex.
- Unless discussed and agreed with parents, no one under the age of 18 should be permitted to sleep alone.
- Other than in boating settings, volunteers should not be sleeping in the same rooms as members unless there are exceptional circumstances. There should never be one volunteer sleeping alone in a room or tent of members – there should always be either no volunteers at all with members, or else two or more adult (age 18+) volunteers together.
- Please also see year-round communications with members (6.4).

A major principle to bear in mind in these and other situations is to ask yourself the question "How might a third party perceive this situation?" However innocent the intentions and the action itself might be, perceptions are very relevant when assessing allegations of all kinds.

Relationships (friendships, mentorship etc) which begin at a Venture or Falcon will sometimes continue afterwards. Any unwanted or unwarranted communications can be challenged and contact ceased, but abusive or inappropriate communication (e.g. between a volunteer and a member) must be reported immediately.

## 2.7 Leader : member ratios

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Individual volunteers (including Junior Leaders) must not be left alone with members. This is for transparency, accountability and safety. For example, dorm duty (e.g. when members are settling down to sleep or getting ready in the morning) requires at least 2 volunteers together; and transporting members requires at least 2 volunteers per vehicle. In any situation where there are just 2 volunteers with members, ensure you choose these carefully so that they can provide sufficient objectivity should a concern be raised, e.g. avoid having 2 volunteers who are married to each other, related etc.

Bearing in mind you will always need at least two volunteers among members, the absolute minimum ratio of volunteers to members should be 2:10, for the first ten, and 1:10 thereafter (always ensuring a minimum of 2 volunteers), but you should almost always be looking to operate significantly above this. If you are taking members into a town centre, you should be aiming for a minimum of 1:6. Unaccompanied groups in town centres are covered in the *Overall Leader Handbook* and information on minimum ratios for specific activities can be found in the *Activities Co-ordinator Handbook*.

If your holiday includes 'one-to-one' catch-ups between volunteers and members, these must be done in a well-chosen 'open' environment where the conversations are taking place within sight of additional volunteers.

Of course, there will be times on a residential when, for example, individual volunteers and members pass each other in corridors. The principle to communicate to volunteers is that this is not a time to stop and linger.

Please note that, while their assistance is valuable, volunteers under 18 cannot be counted within leader:member ratios, but must instead be considered as additional helpers to the leaders.

When assessing the required ratio for any particular situation, take the following into account:

- Sex, age and ability of group;
- Members with special educational or medical needs;
- Nature of activity;
- Experience of leaders in off-site supervision;
- Any additional needs;
- Duration and nature of journey;
- Requirements of the organisation/location being visited;
- Competence and behaviour of the members;
- Available First Aid cover.

### 2.7.1 Leader's Children

'Leaders' Children' are children who are under 18, but typically under 16, who are not booked onto the holiday as a member. CPAS strongly advises against allowing leader's children who are 16-17 years old on the VF holiday, especially if they are older than the members, as this could introduce additional risks. If a 16-17-year-old is included in the holiday, it is recommended that they be recruited as a Junior Leader. If their recruitment isn't completed in time, this should not be considered a backup option. However, if there is a compelling reason to have leader's children who are older than the members, a detailed risk assessment should be created. This should outline how the risk will be managed, including steps to reduce the perception that these children are in a position of trust, as well as limiting their opportunities to interact with and influence the members.

### 2.7.2 Supervising travel

If volunteers are co-ordinating travel to or from the Venture or Falcon, parents must give their consent, having been fully informed, in writing, of the supervision and travel arrangements. Generally, travel to and from the Venture or Falcon does not come under the remit of CPAS and this should be made clear to parents.

Those meeting members or parents at stations should identify themselves by carrying a brochure or some other sort of Venture or Falcon sign.

### 2.7.3 Safeguarding and healthcare

You will need to work with the Healthcare Co-ordinator in some situations, for example when children need to be isolated due to ill health, during ambulance trips or in hospital. The *Healthcare Co-ordinator Handbook* gives further guidance on how to apply safeguarding principles in these situations.

## 2.8 Safeguarding training

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One of your responsibilities as Safeguarding Officer is to ensure that your team has suitable training provided. This section gives suggestions and resources for you to use in training your team.

The Overall Leaders are responsible for appointing leaders and for ensuring that all volunteers attend the training that is required of them. Without the required training they will not be eligible to participate in the Venture or Falcon.

There are two types of safeguarding training which all volunteers must complete:

1. **CPAS's online basic safeguarding training:** each volunteer must complete CPAS's online basic safeguarding module. This will form a compulsory part of leader recruitment, alongside DBS and references on OBS, and will need to be completed every 3 years. It covers information including how to spot signs of abuse, how to respond to a disclosure, and how to report concerns.
2. **Safeguarding briefing:** all holidays must also provide their own in-person, scenario-based safeguarding briefing for all volunteers before the start of each holiday. This briefing is bespoke to the holiday and can be made using the training material found in the leaders' section of the VF website. Each volunteer must be able to act in accordance with CPAS' safeguarding policy if they should encounter a situation which demands it.

Clear briefings at the start and throughout the holiday will prevent any leader from having the excuse, 'I didn't know'. A strong safeguarding culture will communicate to anyone with harmful intentions, 'I can't get away with it here.' Before the Venture or Falcon, all leaders should have been briefed on the safeguarding boundaries and the responsibilities leaders carry for members during, before and after the Venture or Falcon.

Leaders should be made aware that choosing to ignore this training could have further implications, including leading to a blemished DBS record. This could have significant implications for future volunteering, ministry opportunities and employment (including jobs where the applicant may not realise a DBS will be required, for example, locksmiths, vets, ice cream van drivers).

If, for any reason, a leader has not been fully trained before the start of the holiday, training must be done at the earliest possibility and that leader may not take on any role of responsibility with children until both the online safeguarding training and the safeguarding briefing have been completed.

Please ensure that leader attendance at your safeguarding briefing (or the date of individual follow-up) is recorded on your *Holiday Register*.

Safeguarding Officers and Deputies must all attend a Safeguarding Officer Briefing once every three years to ensure they are confident in fulfilling their role.

### 2.8.1 Leaders' use of mobile phones and electronic devices

Please draw attention to policies on the use of mobile phones and electronic devices when training your leaders. Please ask your **leaders** to respect the same policy as members (see section 3.3.2), with particular emphasis on how and when they should use their own mobile phones. It is important that leaders are seen to be modelling respectful attitudes and committing themselves fully to the running of the holiday.

It is also essential that all leaders are reminded about the photographs and video images policy and how this is to be implemented on the holiday. Leaders should be advised who the Designated Photographers are, and **only leaders with this role** should be photographing members – on their mobile phones or other agreed devices. Overall Leaders should be aware of the existence of all member images.

Please refer to Chapter 4 for the full policy on photographs and video images and section 6.4 for communicating with members, and paying special attention to those younger leaders who are close in age to members. This is another important point to raise during the in-person safeguarding training.

### 2.8.2 Wider training

Wherever possible CPAS' preference would be that Safeguarding Officers or another senior member of your team also obtains safeguarding training at a more advanced level, eligible for central funding, and that this is regularly updated and date logged by the VF Office. Training might be available through your diocese or other reputable training agencies/organisations. Safeguarding consultants Thirtyone:eight also offer online training modules or training events.

Some areas of safeguarding policy give rise to issues which you may well decide to cover in more depth when training your team. For example, listening skills when working with children and young people are extremely

important and you may decide to devote a longer session to this in particular. If you have trained professionals, for example counsellors, on your team or through other contacts, you might choose to ask them to lead a session for your team.

In addition, you could contact Thirtyone:eight directly to ask about training, either for them to visit your training weekend or to see if there is a training session already scheduled nearby which you could visit. Thirtyone:eight can be contacted on 0303 003 1111 or [info@thirtyoneeight.co.uk](mailto:info@thirtyoneeight.co.uk).

# 3 Expectations and Care of Members

Volunteers have a duty of care to all members for the duration of the holiday. This section outlines some of the things to look out for, as well as rules and expectations that should be put in place for members on all CPAS holidays.

## 3.1 Member Code of Conduct

Our holiday should be a safe and happy place for everyone. We want everyone to be welcome, valued and respected and to feel safe.

As a community looking out for each other, together we aim to show **Respect, Responsibility, and Empathy** and we will support the **Faith and Community building** aspects of the holiday. This means being kind, caring, and fair, and thinking about how our words and actions affect others.

### 3.1.1 Code of Conduct

This Code of Conduct applies to every member on our holiday and helps us to look after one another.

RESPECT	RESPONSIBILITY
<ul style="list-style-type: none"> <li>• I am kind and friendly to others, even if they are different from me.</li> <li>• I use polite and kind words.</li> <li>• I do not bully, tease, leave people out, or hurt others.</li> <li>• I listen to leaders and follow instructions.</li> <li>• I respect other people’s privacy, especially when they are changing their clothes. I do not pull at other people’s clothes.</li> <li>• I am respectful when I or others are getting changed. I do not show my private areas to others or try to see other people's private areas.</li> <li>• I do not make rude actions, rude jokes, or rude body movements.</li> <li>• I respect personal space. I do not touch other people’s bodies or belongings without permission, and I do not get into anyone else’s bed.</li> <li>• I stop straight away if someone says “stop” or looks uncomfortable.</li> </ul>	<ul style="list-style-type: none"> <li>• I stay where I am meant to be so that leaders know where I am.</li> <li>• I help keep myself and others safe.</li> <li>• I look after buildings, rooms, and belongings.</li> <li>• At bedtime, I stay in my own sleeping space and room.</li> <li>• I am quiet after Lights Out so everyone can rest.</li> <li>• I use my phone (and other devices) only at the agreed times.</li> <li>• I do not bring alcohol, drugs, or other banned items onto the holiday. I un</li> </ul>
EMPATHY	FAITH AND COMMUNITY
<ul style="list-style-type: none"> <li>• I think about how my words and actions affect others.</li> <li>• I say sorry when I upset someone with my words or actions.</li> <li>• I tell a leader if I am worried about myself or someone else.</li> <li>• I tell a leader if something makes me feel worried, embarrassed, or unsafe.</li> <li>• I am always welcome to ask for help.</li> </ul>	<ul style="list-style-type: none"> <li>• I join in group times respectfully, like meals, teaching sessions and activities.</li> <li>• I listen during collective worship, teaching and prayer. I understand that no one has to pray or worship, but that everyone must be respectful.</li> <li>• I can ask questions and share my thoughts kindly.</li> <li>• I respect that people believe and experience faith differently.</li> </ul>

## 3.2 Behaviour Policy

This policy applies to all members and forms part of CPAS' ongoing commitment to safeguarding children and young people in accordance with our safeguarding policy.

It explains how those leading CPAS holidays will:

- encourage members to abide by the Code of Conduct
- respond to observed behaviour concerns
- use fair and proportionate consequences when needed
- create safer environments

### 3.2.1 How Behaviour is Encouraged and Maintained

1. Clear and consistent expectations, boundaries and routines will be communicated from the outset and repeated often, with reference to the Code of Conduct.
2. All efforts to abide by the code of conduct will be positively recognised, affirmed and further encouraged.
3. By developing a culture of mutual respect through calm, positive and consistent communication and by showing an interest in wellbeing.

### 3.2.2 How Behaviour Concerns are Managed

Behaviour will be responded to in ways that are:

- fair and age appropriate
- focused on learning and putting things right
- respectful and supportive

#### Stage 1: Leader Reminder and Support

<b>To be used when behaviour concern is:</b>	<ul style="list-style-type: none"> <li>• Low-level.</li> <li>• Impulsive or developmentally typical.</li> <li>• Not causing harm or risk.</li> </ul>
<b>How the behaviour concern will be managed:</b>	<ul style="list-style-type: none"> <li>• A leader will explain what behaviour needs to change and why.</li> <li>• The young person may be asked to sit out briefly if behaviour continues.</li> </ul>
<b>Leader actions:</b>	<ul style="list-style-type: none"> <li>• Speak privately where possible - but still in sight of others.</li> <li>• Name the behaviour and link it to the Code of Conduct.</li> <li>• Remind the young person of expectations.</li> <li>• Offer a chance to explain/clarify, help to manage or a reset.</li> </ul>

#### Stage 2: Senior Leader Involvement

<b>To be used when behaviour concern is:</b>	<ul style="list-style-type: none"> <li>• Repeated despite reminders.</li> <li>• Affecting others' wellbeing.</li> <li>• Showing disregard for boundaries.</li> </ul>
<b>How the behaviour concern will be managed:</b>	<ul style="list-style-type: none"> <li>• A senior leader will speak with the young person.</li> <li>• Restorative actions may be used (apologies, making amends).</li> <li>• Parents/carers may be contacted.</li> <li>• Loss of privileges or increased supervision may be put in place.</li> </ul>
<b>Leader actions:</b>	<ul style="list-style-type: none"> <li>• Involve a senior leader.</li> <li>• Consider restorative actions (apology, repair).</li> <li>• Consider contacting parents/carers to discuss the behaviour and agree strategies for management.</li> <li>• Agree clear next steps and boundaries.</li> </ul>

### Stage 3: Overall Leader Decision

<b>To be used when behaviour concern is:</b>	<ul style="list-style-type: none"> <li>• Placing the young person or others at risk.</li> <li>• Aggressive or sexualised, or a significant conduct breach.</li> <li>• Ongoing despite earlier intervention.</li> </ul>
<b>How the behaviour concern will be managed:</b>	<ul style="list-style-type: none"> <li>• If the behaviour places the young person or others at risk, parents/carers will be contacted.</li> <li>• Overall Leader and/or Safeguarding Officer involved for decision making.</li> <li>• Safeguarding Policy will be followed where applicable.</li> <li>• The young person may be given a final warning or required to leave the holiday early.</li> </ul>
<b>Leader actions:</b>	<ul style="list-style-type: none"> <li>• Prioritise immediate safety.</li> <li>• Refer to Overall Leader(s).</li> <li>• Overall Leader(s) to consult with holiday's Safeguarding Officer or Deputy (and the VF Office when needed).</li> <li>• Parents/carers may be contacted.</li> <li>• External agencies will be involved if required.</li> <li>• Overall Leader to consider final warning or early departure where necessary.</li> </ul>

### 3.2.3 How to apply the Members' Behaviour Policy Consistently

Leaders should apply the above behaviour policy in ways that are:

- Fair and consistent.
- Focussed on safeguarding.
- Restorative rather than punitive.
- Proportionate to age, understanding, and need.

Leaders should always consider context, vulnerability, SEND, trauma and additional needs when responding to behaviour.

#### Key Principles for Leaders

When responding to behaviour, leaders should:

- Prioritise safety over discipline.
- Remain calm, respectful, and curious.
- Explain expectations clearly and simply.
- Focus on learning and repair, not blame.
- Avoid public shaming or humiliation.
- Record and share concerns appropriately.
- Recognise that all behaviour is a communication.

Young people should understand what behaviour needs to change, why, and what support is available.

#### Consistency Across the Team

To support consistency:

- Leaders should address and report concerns promptly.
- Behaviour responses should be logged where required.
- Daily team meetings should be used to reinforce behaviour management and discuss strategies, whilst maintaining anonymity.
- Similar behaviours should lead to similar responses.
- Senior leaders should support leaders in decision making.

When in doubt, **pause, consult, and escalate rather than act alone.**

## **3.3 Children who pose a risk or are particularly vulnerable**

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### **3.3.1 Members receiving support from social services**

An increasing number of members coming to Ventures and Falcons receive support from social services. If you are in touch with social services about a child or young person on your holiday, please let the VF Office know. Some reasons this might come up, and how we can help, are:

- Social services may get in touch with you seeking reassurances before giving their permission for a looked-after child to attend a Venture or Falcon. They may need, for instance, information about our safer recruitment process, our risk assessment policies and practices, etc. The VF Office can help provide the appropriate wording for this, and any information must be reviewed by the VF Office before it is submitted to social services.
- Social services might alert you, or we might discover, that a child may pose a risk to others or is particularly vulnerable. In order to make a good decision about whether to accept the member onto the holiday, your Overall Leader or you, as Safeguarding Officer, will need to consult with the VF Office about who will be communicating with social services, what to ask, and if/how to construct a risk assessment which might lead to a support plan for the child. Any draft risk assessments and support plans must be reviewed by the CPAS Safeguarding Manager before submitting to social services.
- You may become aware during a holiday that a child is being supported by social services. It is important that any relevant information is shared with the social services, such as any disclosures of risk or abuse made by the child or young person. It would be helpful to then ask the sending church (if there is one) to gain an update on social services involvement and the young person prior to the next holiday, to ensure information-sharing pathways are clear and correct levels of support are in place. If there is a social worker involved, they often appreciate feedback, positive or negative, regarding your observations of the child during the holiday.

### **3.3.2 Members with additional needs**

Consideration will be given to whether the Venture or Falcon can take members with additional needs at the outset. Wherever possible they should be accommodated. Someone with additional needs can be especially vulnerable to bullying and disrespectful behaviour and sometimes to harm. The Safeguarding Officer will need to be conscious of this and ensure that relevant leaders are aware of this issue and ensure that the member with additional needs knows whom they can approach about any concerns. You may also want to consider additional training for some of your leaders, such as the NSPCC's online course *Safeguarding Children with SEND*.

Bookings Contacts may be the first leader to become aware of a potential member's particular needs or challenges. Consideration should be given to an individualised risk assessment and/or support plan at the point of booking, depending on the member's needs. Bookings Contacts are encouraged to consider the following questions as they review booking information:

- Are there risks presented that are not already mitigated in your holiday's general risk assessments?
- Are there support needs here that go beyond standard care provided for all members?

The Overall Leader and/or Safeguarding Officer should contact the CPAS Safeguarding Manager before accepting the booking to discuss creating a risk assessment and/or support plan for the member, or to establish whether the needs of the young person are too profound to be met.

When there is a known healthcare need, previous safeguarding concern raised around emotional needs or behavioural concern, a flag will be added to OBS. This will alert the team who will ask Overall Leaders to pause applications for the leader or member, until this has been further explored. This often involves the request of considering a support plan or risk assessment to ensure boundaries are clear, expectations are managed, and adequate support are managed.

## **3.4 Bullying, Mobile Phones and Online Conduct**

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### **3.4.1 Bullying**

There is no legal definition of bullying. In the context of schools, it is usually defined as behaviour that is repeated, intended to hurt someone either physically or emotionally and often aimed at certain groups, for example, because of race, religion, gender or sexual orientation.

Bullying takes many forms and can include:

- physical assault
- teasing
- making threats
- name-calling
- cyberbullying – bullying via mobile phone or online (for example email, social networks and instant messenger).

Bullying is entirely unacceptable and you must take all reasonable measures to protect any individuals whom it is affecting. There are a few practical measures you can take to address bullying:

- make it clear to members from the start that they are expected to respect each other, and each other's property;
- make it very clear to members how they can get help if they are bullied;
- make yourself open and approachable so that if members need help they will be confident in seeking it from you;
- brief dorm leaders to be interested in how members in their dorm are getting on with one another;
- Overall Leaders – ask dorm leaders frequently how it's going and spot potential problems early;
- make it clear to your volunteers that taking part in any behaviour which could be seen as bullying is completely unacceptable (e.g. ganging up on or poking fun at a particular member, etc);
- be aware of bullying which may occur via mobile phones and social networking sites, many of which are accessible by mobile phones and include compromising/unsuitable photographs.

Someone with additional needs can be especially vulnerable to bullying and disrespectful behaviour and sometimes to harm. Along with other members of the team, the Safeguarding Officer should ensure that the person with additional needs knows who they can approach about any concerns.

### **3.4.2 Mobile device usage**

**Members should not be given access to Wi-Fi while on the Venture or Falcon.**

Members should be advised how to use their mobile phones respectfully and how to conduct themselves online, as well as face-to-face. An increasing number of safeguarding incidents on Ventures and Falcons involve mobile devices – primarily smartphones. For example, it is now possible for a male adult to be present and abusive in a girls' sleeping area via a video call; and for children to be bullied during and after the event via inappropriate photos and/or comments in an online 'group chat'. Therefore, the Overall Leader and Safeguarding Officer must create a risk assessment for how they intend to handle this evolving dynamic. The Safety Officer may have more experience of risk assessments than the Safeguarding Officer and therefore could be a useful set of eyes.

As an initial measure, members should be discouraged from bringing mobile devices with them. Whilst you might think this will never happen, especially with older members, holidays that are 'mobile free zones' report that members actually enjoy being liberated from their screens for a week – and it's great for their mental health! However, you will need to let parents and members know how someone at home can contact them. Ensure the system available for parents to make contact works well, and any issues are resolved as soon as possible.

If you are unable to make your holiday a 'mobile-free zone', you and your Overall Leaders will need to handle the issue carefully. Please speak with your Overall Leaders about how you can work towards dormitories and changing areas, at the very least, becoming 'mobile free zones', if this is not already in place, as we need to work hard together to minimise the associated risks, particularly of child-on-child abuse.

Respectful use of mobile devices, including camera functions, must be observed by everyone both during the Venture or Falcon and after it has ended. It is a good idea to underline expectations around this with members on the first day of the Venture or Falcon.

Here are some ideas from other Ventures and Falcons to consider:

- Discourage members from bringing mobile devices in your Welcome Letter and Kit List, including a note that they will need alternative devices (without cameras or access to the internet) if they use their phones at night as a torch, clock or for music;
- Stipulate certain times when phones must be switched off (e.g. mealtimes and meetings) and when mobiles (and cameras) must be put in the 'bank' (especially overnight and when using changing facilities);
- Reassure members about how they can contact home or be contacted from home, how they can charge their mobiles and that this is a good opportunity to get away from 24/7 connectivity.

It is important to manage members' expectations well. Your policy and/or expectations must be made clear in the information you send out to members before the holiday. When making changes to these, you may want to let members know during the Venture or Falcon one year about what will be different next year.

The website <https://www.thinkuknow.co.uk/professionals/resources/> has some useful resources you could use as part of conversations with your members.

### **3.4.3 Online conduct**

CPAS recognises that the internet is a useful tool for promoting Ventures and Falcons and for interaction with and between members, but members should be reminded that their activity online should be both respectful and careful.

For any webpage, forum or message board set up by a Venture or Falcon, members will be expected to adhere to the guidelines set out by the administrators and alerted to the fact that the site will be monitored regularly. Members need to be advised that private communications (e.g. messaging) between leaders and members are not appropriate.

For further details on communicating with members and managing social media, see Section 6.

## **3.5 Alcohol, smoking/vaping and drugs**

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Volunteers must be aware of the signs of drug abuse, including solvent abuse, so that they spot issues early. All volunteers' concerns regarding drug abuse should be shared directly and confidentially with the Safeguarding Officer. The Safeguarding Officer must ensure that the Overall Leaders are aware of the situation.

### **3.5.1 Alcohol**

Neither volunteers nor members may consume alcohol between the start and end of a Venture or Falcon. This includes all members 18 and over and all volunteers, even when off site and even when not in direct supervision of members. If you choose to include alcohol as part of your team set-up night the day before members arrive (or once all members have departed) please be sensitive and wise given that there may be younger leaders on your team (and leaders' children on site), leaders who struggle with alcohol, and possibly members coming the next day for whom alcohol is a painful reminder of a negative home situations. Therefore, plan and manage this situation very carefully and ensure there is no evidence of alcohol on site by the time members arrive.

### **3.5.2 Smoking and/or vaping**

Nobody may smoke or vape inside any buildings used on a Venture or Falcon, or in any enclosed public space.

Overall Leaders of Ventures and Falcons where there are smokers present should check with the site as to whether smoking or vaping is permitted anywhere on the site. They should then designate an outside smoking area which is discreet and restrict all smoking and vaping to that area, preferably only during certain times. Check with the site that they agree with the area you have chosen and understand your policy. Smokers should be held responsible for clearing up their rubbish.

It is illegal for under 18s to be sold cigarettes. It is at the Overall Leaders' discretion as to whether under 18s are allowed to smoke or vape at all. Whilst a single-week setting is inappropriate to tackle the long-term issue of nicotine addiction, the aim is to never have a young person start smoking or vaping during the holiday. Ventures and Falcons policy about the positioning of a single, discreet smoking area is intended to support this aim, but the management of the culture of your holiday is an important factor.

### 3.5.3 Managing incidents relating to drugs, alcohol or cigarettes/vapes

If you suspect someone to be in possession of drugs, alcohol or non-agreed cigarettes or vapes, you should do the following:

- Ask them about it first. Give them an opportunity to tell you what they have.
- If found to be true, then the items should be handed in and stored securely (a locked room), before escalating the matter as appropriate.
- If they deny it but your suspicions remain strong, you can ask them to turn out their belongings in front of you, if they are comfortable to do so.
- Remember that you **do not have the right to search them or their belongings yourself**. However, you do have the right to search lockers etc, as these form part of the site premises.

If you are handed or discover drugs, you should do the following according to the classification:

- **Prescription drugs that belong to the individual:** these need to be handed to / checked with your holiday's Healthcare Officer to manage. Exploratory questions should be asked about why these were not handed over at the start of the holiday and whether they have been taken as prescribed.
- **Prescription drugs that don't belong to the individual:** these should be confiscated and locked away securely for the remainder of the holiday. Parents should be notified as soon as possible.
- **Illegal non-prescription drugs:** these should be confiscated and locked away securely. Contact the police on 101 and take instruction on next steps.

If you are handed or discover alcohol or non-agreed cigarettes/vapes, you should confiscate these and notify parents/carers, in accordance with your behaviour policy. You have the option to dispose of them or arrange to store securely, if venue rules allow, ready to be handed over to parents on collection.

## 3.6 Sexuality and gender identity

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CPAS considers all members welcome on a Venture or Falcon, as far as we can accommodate them safely.

Sometimes in the context of a Venture or Falcon, members may articulate personal details or views around sexuality or gender. If this happens, leaders are expected to follow many of the same principles outlined in *Listening and responding to members* (section 2.2), and to avoid creating additional stress or any sense of being unwelcome. Pastorally, you are required to maintain confidentiality and to encourage the member to talk to a family member, if they have not done so already, or establish links with their local church for help beyond the holiday.

If a member or their parents provide information at the application stage, and you need advice on how to safely accommodate and support a member on your holiday, then you can contact the VF Office at any point throughout the year. It is important to manage the expectations of the prospective member by ensuring they are aware of the *CPAS Basis of Faith*. It is advisable to liaise with the member, and the family where appropriate, about their hopes and needs to see whether these can be accommodated. It is not advisable to engage with social transition without the knowledge of the parent or carer, unless there is a safeguarding reason to do so.

CPAS has created some training videos on 'Sexuality, Gender & Welcome' that are available on the leaders area of the website. We suggest these are shown during in-person safeguarding training. This can be done by watching 2 per year over 3 years, or how you see fit.

## 3.7 Communication with parents

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You must ensure that there is always the opportunity for members to speak to their parents or other people outside the Venture or Falcon if they ask to, including an option to do so confidentially. This is to give members and parents confidence in our openness, and to ensure we are not incorrectly seen as a closed, cult-like organisation.

There are certain situations where, as a result of a safeguarding-related incident, you will consider informing a particular member's parents about the incident.

- Always discuss this with Thirtyone:eight and/or the VF Office before speaking to parents.
- Parents will usually be informed in the event of drug use or extreme behaviour, particularly that which puts others or the member in danger.
- Parents may or may not be informed in the event of a disclosure of abuse – it is very important that those who are implicated in such a disclosure are not informed. This decision will be taken in discussion with Thirtyone:eight, possibly with specialist advice which may include Children’s Social Services.

## **3.8 Physical restraint**

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CPAS Ventures and Falcons do not operate a policy for restraint, as this requires highly specialist, in-depth training which we do not provide as standard. Training is most commonly offered by local authorities to staff in care homes, residential schools (for challenging children) and some foster carers. However, training in these areas does not permit you to use these skills on a Venture or Falcon. If you wish to get further training in managing violent, aggressive or risk-taking behaviours, you could *consider Non-Violent Resistance (NVR)* training which is an approach used in a variety of settings including schools, Special Education Needs and Disabilities (SEND), and Children Looked After (CLA) services.

If a holiday has been made aware that restraint skills may be required within the team to accommodate a member, the Overall Leader should contact the VF Office to assess whether this can be managed by the leadership team before accepting the member’s booking.

On a CPAS holiday, the only time restraint should ever be used is when a child or young person is in immediate danger of harm. It should be recorded straightaway, either on an *Incident Log* or *Safeguarding Log (VFC036)*, and the parents contacted. It is something to be avoided whenever possible. It is always better to put a proactive preventative plan in place rather than to react, but if a greater danger is posed by leaving them unrestrained, it may be necessary to exercise restraint.

### **3.8.1 Good Practice**

- Following any situation of challenge/restraint, once the situation has been calmed, a leader needs to talk with the member about what led up to the incident, their feelings, and the effect their behaviour had on themselves and others. Make plans together as to how this might be handled differently next time, even if the same triggers occur.
- Other members should be removed from the scene as an audience can exacerbate the situation.
- If a member threatens to leave the holiday, and there is no imminent danger of harm, the member should be followed at a safe distance until they calm down and you can then talk about the situation. The aim is to keep them away from danger, be it running across a road or hitting another person. If they are running away across an open space, then let them go, but follow within talking distance. Calm them down and talk at a lower level than them.
- If more than one member is involved in a fight scenario, it can help for each to have a supportive leader assigned to them. An Overall Leader should talk to them separately, to get an overview of the situation.
- Always show the member respect and allow them their dignity. Be prepared to let them know that if the behaviour is repeated then it may be necessary to send them home because the holiday is no longer a safe environment for them.
- If you do have to restrain them, write it up immediately and ask other leaders who witnessed the incident to do the same. An Overall Leader will need to assess if the holiday remains a safe environment for the member or whether they should be sent home. If the latter, please discuss with the VF Office. The parents should always be notified that restraint was used.

## **3.9 Managing Dormitory Supervision at Night**

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Night-time is a particularly vulnerable part of a children's residential when bullying, sexual abuse (particularly child-on-child), homesickness, illness and other challenging situations could occur. A calm, structured and visibly supervised environment reduces risk and increases emotional safety.

Dormitory supervision exists to:

- Ensure children are safe, settled and accounted for.
- Prevent bullying, inappropriate behaviour, or unsafe situations.
- Provide reassurance and emotional support.

- Maintain dignity and privacy.
- Respond promptly to any safeguarding concerns.

All leaders must know:

- Emergency procedures.
- Fire evacuation arrangements.
- How to contact senior leadership at night.
- Where first aiders and first aid equipment are located.

### 3.9.1 Bedtime Expectations

At 'Lights Out':

- Two fully recruited leaders (not junior leaders) must remain on the corridor for one hour after Lights Out.
- Leaders must be alert, visible, and actively monitoring for disturbance.
- Dorm doors should be propped open, and dorms monitored for the first hour.
- Supervision to continue on each corridor until all children are settled.
- Once children are settled and asleep, doors could be gently closed, at leaders' discretion.
- Children must be instructed that after 'Lights Out' they can visit the bathroom on their own but leaving their corridor, entering another dorm or getting into someone else's bed may result in being sent home.
- A designated night patrol or night watch person could be appointed.

### 3.9.2 Professional Curiosity

Volunteers should apply professional curiosity. Keep in mind that noise, restlessness, repeated toilet trips, or disruption may all be indicators of:

- Anxiety or homesickness.
- Bullying or exclusion.
- A child seeking support.
- A safeguarding concern.

Do not dismiss disturbance as "just messing about." Listen carefully; disturbance may be an attempt to communicate something untoward is occurring or has occurred. Be alert to patterns that may emerge regarding persistent disturbance and behaviour. Rather than addressing a persistent disturbance by repeatedly telling the group to be quiet, instead ask, "is there anything I need to know?"

Do not dismiss sexualised behaviour or references to nudity etc as 'banter' amongst the young people. Rather than shut it down, explore if there is anything significant to be understood from what is being said. If something feels unusual, investigate appropriately and inform the Safeguarding Officer if needed.

### 3.9.3 Managing Disturbance after Lights Out: A Graduated Response

Leaders must apply a calm, proportionate approach to any noise, using the following steps:

<p><b>Step 1:</b> Verbal Warning</p>	<p>This may be given by a lone leader.</p> <ul style="list-style-type: none"> <li>• Knock clearly.</li> <li>• Give a calm verbal instruction e.g. "It's Lights Out now. Please settle back into your own beds."</li> </ul> <p>If members refer to a need for further conversation or exploration, see Steps 2 and 3.</p>
<p><b>Step 2:</b> Enter and Assess</p>	<p>Two leaders must work together to complete the following actions.</p> <ul style="list-style-type: none"> <li>• If the disturbance continues, knock and ask for assurance that members are suitably clothed, then enter.</li> <li>• Check that: <ul style="list-style-type: none"> <li>- Everyone is in their own bed/sleeping bag.</li> <li>- No child appears distressed.</li> <li>- No unsafe or inappropriate behaviour is taking place or has occurred e.g. ask if there is anything you need to know.</li> </ul> </li> <li>• Use a calm tone, avoid shaming language and reaffirm the need to settle for sleep.</li> </ul>

<b>Step 3: Offer Individual Support</b>	<p>If needed:</p> <ul style="list-style-type: none"> <li>• Offer a child space to speak individually (in-line with safeguarding visibility guidance).</li> <li>• Address homesickness, conflict, or concerns early.</li> <li>• Consider allocating two leaders to sit outside the dorm, not looking directly in. This approach reflects practice used in boarding schools and residential trips, where visible adult presence during the 'settling' period significantly reduces behavioural and safeguarding incidents.</li> <li>• Record and report any safeguarding concerns following procedure.</li> </ul> <p>Persistent disruption may require specific support and intervention from an Overall Leader (see Behaviour Management Policy).</p>
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### **3.9.4 Visibility, Privacy and Dignity**

- Leaders should position themselves so they can hear but not see into rooms while children are getting changed.
- Leaders must not enter while children are getting changed unless there is an immediate safeguarding or safety concern.

### **3.9.5 Recording and Reporting**

Any of the following must be recorded and passed to the Safeguarding Officer:

- Repeated night-time disturbance.
- Bullying or intimidation.
- A child found in the wrong place after Lights Out.
- Emotional distress requiring support.
- Any disclosure made at night.
- Any talk of sexualised behaviour.
- Any safeguarding concern.

# 4 Photographs and Video Images

**Photographs and images** are terms sometimes used together or interchangeably. This policy applies to both video and photographs – i.e. moving or still images.

Photography and video recordings are great ways of recording Ventures and Falcons' activity and providing a historic record – illustrating and validating important moments in young people's lives and in our activities. They also provide a useful tool for promoting future events. However, where photographs are captured or used inappropriately, they have the potential to be hugely damaging. It is therefore essential that we put guidelines in place, to give confidence to parents, members and leaders that we approach photography safely and to demonstrate that we respect the right of everyone to make the choice whether or not to be photographed. In addition, the following policy aims to protect leaders from accusations based on misinterpretation of stored video or photographic material.

Parents are asked to give permission for photos on the member booking form, and leaders on their application form. They may also let Overall Leaders or the VF Office know if anyone should not be photographed. This will be recorded on OBS and can be found in the full member or leader OBS report.

All volunteers should be made aware of our policy on photography on Ventures and Falcons.

## 4.1 Policy (taking, using and storing photographs)

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### Policy: Taking photographs/films

- Volunteers should not take several successive photographs or prolonged videos focusing on any one particular child.
- Care should be taken not to take pictures of children where they can be easily identified (e.g. if a name badge is visible/school leavers hoodie).
- All children must be appropriately dressed when photographed.
- Photographs of children or adults semi-naked or in swimming attire out of the pool **must not** be taken.
- No photographs/films may be taken of a child if the child, or their parents, have not agreed to the photo permissions included in their booking form and in the Ventures and Falcons Terms and Conditions. Overall Leaders must take responsibility for disseminating this information.
- No photographs/films may be taken of a leader if the leader has not agreed to the photo permissions included in their application form. Overall Leaders must take responsibility for disseminating this information.
- Photographs should never be taken in dormitory or changing areas.
- All concerns regarding inappropriate behaviour or intrusive photography should be reported to the Safeguarding Officer.
- Volunteers should not lend their personal camera, video equipment or laptop to anyone else to use. Where equipment is required by members for specifically assigned activities, Overall Leaders should take measures to ensure that the integrity of their volunteers is not compromised. Please see the suggested working model in section 4.2 for further clarity.

### Policy: Using photographs/films

Those who use photos for publicity purposes (via leaflets, websites, or social networks), or to present the Venture or Falcon in their local setting, must observe these safeguarding guidelines and regularly review the pages of any website or social network site so that it remains up to date, effective and safe.

Anyone designing a website for a Venture or Falcon will want to ensure that it promotes opportunities for children and young people to get involved. While it is important to reflect the full mix of participation and activities, care should be taken to ensure the safety of children and young people. Designers, website builders or those handling photo-sharing or social network pages must adhere to the following policy:

- Photographs of members taken by volunteers remain the property of CPAS and must only be used in accordance with CPAS policies.
- Permission must be sought from Overall Leaders to use any photographs. This includes any photographs of members taken by a volunteer for use in their own children's/youth groups.

- Photographs and video images are 'personal data' as far as data protection legislation is concerned and must be used responsibly.
- Children should not be identified by full name or other personal details. These details include e-mail or postal addresses, telephone numbers or church. Names or other personal details should not be used in any caption, file name, alt text etc.
- When using photographs or video images of children and young people, it is preferable to use group pictures.
- Only use images of children in suitable dress to reduce the risk of inappropriate use.
- Restrict access to photo-sharing sites to those attending your Venture or Falcon and their parent. They must not be able to invite additional friends or create other links. A private/unlisted link is not sufficient; photo-sharing sites must be either password-protected or access-restricted via a login.

Ensure you only use photos of people where parents/leaders have given photos permission and where children/young people have not objected to their picture being taken. All children/young people should be able to decide not to allow their photo to be taken and be confident that this decision is respected. Parents are asked to give permission for photos on the member booking form, and leaders on their application form. They may also let Overall Leaders or the VF Office know if anyone should not be photographed. You can see who has/hasn't given photo permissions on the full member or leader report on OBS.

### **Policy: Storage of photographs/films**

- Any volunteer responsible for storing photographs/films must be trusted, over 18 and go through our safer recruitment process every year.
- Any volunteer must be prepared to make available to the Overall Leaders or CPAS all digital photographs, memory cards and recorded materials, including all those from the event uploaded onto computers.
- Ensure that image files are appropriately named. Do not use member's names or personal details in image filenames or alt attributes.
- Overall Leaders should be aware of the existence of all photographs and films taken on their Venture or Falcon, and how they are being stored.

### **Photography by members**

Many members will wish to take their own photos to record their memories. We need to ensure we provide the best possible care of members by ensuring that no member is exploited, abused, or bullied by other members through inappropriate photographs.

It is recognised that mobile phones, cameras and other portable devices capable of taking photographs and video images are both very small and very accessible to young people and adults. For this reason, it is encouraged that mobile devices are not used in dormitories or changing areas. Young people should themselves be made aware of the dangers and the need for respect when taking photographs. Members/followers should ensure their own account privacy settings are safely managed. They should also be made aware of who to report to should anyone not behave respectfully in this, including reporting any inappropriate uploading (e.g. to a social network page or photo-sharing websites), bullying activity or issues of sexting. Members may be encouraged to develop agreed guidelines for the use of mobile devices, including guidelines on respectfully taking and uploading photographs. These guidelines can then be posted up during the Venture or Falcon for all to be reminded of the agreement. Excellent safeguarding resources for teaching young people about the dangers of sextortion, image sharing and social media are available on the NSPCC website.

Suitable ways may also be found by Overall Leaders and Designated Photographers to create authorised places; e.g. photo-sharing websites for viewing photographs after the event. In this way, only photographs that are from an authorised source and those photographs from participants that are checked by the volunteers can be posted, while all those who attended will be able to enjoy the photographic record of the event.

Overall Leaders should also be vigilant in monitoring who members are taking photographs of. No photographs/films may be taken of a member if the member, or their parents, have not given their permission for this to happen. This is particularly important for those members who are in care. If this does take place, the member taking the photographs/videos should be asked respectfully and discreetly to delete these images from their device.

## 4.2 Suggested working model

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To be confident that all aspects of the above policy are being observed, and to simplify communication, Overall Leaders may wish to apply the following working model on their Venture or Falcon.

- We suggest the Overall Leaders appoint Designated Photographers and/or a Photograph Storage Manager in advance, and all other volunteers are advised against taking photographs. It may be that just one person is given both of these roles. The Overall Leaders must have full confidence in this person/people. Designated Photographers and Storage Managers, or anyone contracted for photography or videoing, must be fully briefed as to CPAS policy and guidance in advance, including knowing those that cannot be photographed.
- The Overall Leaders hold supervisory responsibility over the Designated Photographer and/or Storage Manager. Random checks may also be used as a way of ensuring and quality assuring that the policy is being followed by the designated individuals.
- Photograph Storage Managers will be aware of and authorise the use of a volunteer's personal equipment for member-led production, if required for specific activities.
- All photographs and films are uploaded to one agreed platform (e.g. hard drive or cloud-based servers) by the end of the Venture or Falcon, to the knowledge of the Photograph Storage Manager, and then deleted from original devices.
- Permission can be sought from the Photograph Storage Manager to use a photograph/film after the Venture or Falcon. Stay mindful that any photographs to be used or distributed must fulfil the criteria set out under the 'Taking and Using Photographs' section of the policy (Section 4.1) e.g. no shots of members in their swimwear, or shots overtly focussed on an individual.

# 5 Recruitment of Volunteers

Overall Leaders are responsible for recruitment of their volunteer teams. As a safeguarding measure, all volunteers are vetted before being accepted onto the team. While Safeguarding Officers are not expected to oversee the team's recruitment, CPAS' Safer Recruitment Process has been included in this handbook for information and reference purposes as it forms a vital part of our commitment to safeguarding.

Ventures and Falcons will not accept as a volunteer anybody who is known to have harmed children or who is listed as barred from such work by the Disclosure and Barring Service (DBS), and will take all reasonable steps to ascertain the background of potential volunteers.

## 5.1 Safer recruitment process

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Our vetting procedure is as follows:

- **Application forms and references:** every year, ALL volunteers (including non-attending leaders e.g. treasurers, Bookings Contacts) complete a volunteering form every year, which includes, as part of it, self-declaration questions (e.g. regarding any concerns or allegations about working with children). Overall Leaders review the applications and raise any concerns with the VF Office. There are two different application forms:

**Returning leaders** (those who were on the team during the previous year's Venture or Falcon) can be invited, through OBS, to complete a shorter online returning leader application (see *CPAS Database Guide - Leader Recruitment*), with the volunteer providing their church leader details as part of the process. A short online reference is then requested from the church leader to confirm on-going suitability (see section 5.1.1). Alternatively, volunteers without internet access can complete a *Returning Leader's Form (VFC033)* which includes the signature of their church leader to support their application.

**New leaders** (those who were not on the team in the previous year) complete a more detailed online application (see *CPAS Database Guide - Leader Recruitment*) with the volunteer providing their church leader details and another referee's details as part of the process. Full online references are then requested from both referees (see section 5.1.1). If it is not possible for an online application to be made, a *New Leader's form (VFC032)* is available.

- **DBS Checks:** ALL volunteers are required to obtain a DBS check through the Disclosure and Barring Service (and where applicable, the relevant overseas criminal records check) before being accepted onto a team (see section 5.2). **This includes Junior Leaders as young as 16.** A new check will need to be completed every three years.
- **CPAS's Basic Safeguarding Training:** ALL volunteers are required to complete CPAS's online basic safeguarding training before being accepted on a team (see section 2.8). Training will need to be completed every three years.
- **Overseas references and criminal checks:** in addition to filling out the application forms relevant to their new/returning status, volunteers who have lived outside the UK for more than 9 months in the last 5 years or who are currently living overseas may need additional references and criminal records checks. Please contact the VF Office for more details of what will be needed in each situation.
- **Interview/induction:** Overall Leaders should have at least an informal conversation with each volunteer to ensure there is clarity about their role in the team and their responsibilities, well in advance of the Venture or Falcon (see also *Overall Leader's Handbook*).

Please note that during the application process, we also ask leaders to tick to confirm that they respect CPAS' 'Basis of Faith' statements.

It is not acceptable for a Venture or Falcon to use their own volunteering forms, since there is certain wording included which is legally required (such as information needed for compliance with CPAS' DBS registration). If you need to ask additional questions, please use an extra sheet. If you have any feedback on how to improve this form for the future, please do let the VF Office know.

### 5.1.1 References

References can provide helpful perspectives based on others' experience of applicants outside of the context of Ventures and Falcons. References should be read carefully and followed up with referees when needed (e.g. if a referee hints at a safeguarding or mental health issue). Overall Leaders could phone to ask:

- What happened, when and why/what led to it?
- What support would they need to cope well as a leader on your event?
- What restrictions / reasonable adjustments would the referee recommend you considering?

Overall Leaders should ensure they keep notes of the headlines and talk it through with the VF Office as appropriate. Overall Leaders could also have a further conversation with the volunteer to talk this through. The volunteer's own response and willingness to engage well on this level will be key to the decision. If they're a younger leader, it may also be appropriate, with the leader's permission, to talk with their parent. Follow up conversations with a leader or referee should be recorded on OBS against the application or reference (see *CPAS Database Guide – Leader recruitment*).

**New leaders** will need at least two 'long' references, one of which should be from their church leader. These references must be in writing, and each referee must have known the leader for at least two years. If the volunteer has been on a team for a different Venture or Falcon in the past, the Overall Leader of that holiday could provide additional insights.

**Returning leaders** will need at least one 'short' reference from their church leader to confirm ongoing suitability. This also now includes a space for further comment. The referee must have known the leader for at least one year.

References fall into three categories:

- **Church reference** - For both new and returning leaders, the church reference should be from someone who can confirm their suitability to volunteer in this context, normally the leader of their church. They should be someone who knows them well and has known them for at least 2 years for new leaders or 12 months for returning leaders.
  - If they moved churches within that time, an additional reference should be requested for each church.
  - If the church leader doesn't know the volunteer well, the volunteer is related to their church leader, or their church leader is also an Overall Leader on the Venture or Falcon, an alternative church referee could be another staff member in a leadership position in their church.
  - If the volunteer is the church leader, they should provide details of either a peer or someone they are accountable to in their ministry who fits the above criteria.
- **Personal reference** – New leaders will also need a reference from someone who has known them well for at least 2 years, is over 18, and, ideally, has personal experience of their work with children / young people outside of Venture and Falcon Holidays.
- **Overseas reference** – New and returning leaders who have lived outside the UK may need to provide additional references to cover their time outside the UK. 'Overseas referees' should be a leader of their church outside the UK, a line manager who worked with them outside the UK, or a line manager or the HR department if working with a UK based mission agency. The VF Office will normally contact any leaders who've lived outside the UK directly to request the appropriate references, which the Overall Leader will then review.

An Overall Leader may also choose to request a further reference(s) if thought useful.

When assessing suitability of a referee, please keep in mind, in addition to the above:

- References cannot be given by a family member, an Overall Leader of the Venture or Falcon or someone who knows the volunteer primarily in the context of Ventures and Falcons.
- Ideally the referee will be someone who is not involved as a leader on the same holiday.
- A husband and wife couple cannot be used by an applicant to provide both of their references.

The VF Office sends out reference requests for all online leader applications and for paper applications where the referee's details are entered on OBS. See the *CPAS Database Guide - Leader Recruitment* for more details of how to request references. Volunteering forms, references and any additional follow up to references should be sent to the VF Office and/or recorded on OBS.

		Reference 1	Reference 2	Declaration form	DBS check*
<b>Requirements</b>	<b>New Leaders*</b>	Full reference from church leader.	Full reference from another person who can vouch for their character and skills.	Signed and dated self-declaration using the questions on the application form.	An enhanced DBS check with children's barred list, obtained through CPAS and issued less than 3 years before the start date of the event, or the same check through the DBS Update Service.
	<b>Returning Leaders*</b>	Short reference from church leader.	Not required.		
<b>How obtained</b>	<b>New Leaders*</b>	Overall leaders use OBS to have a reference request sent from the VF Office (see <i>CPAS Database guide – Leader Recruitment</i> ). Details of referees are provided in the online or paper application/volunteering form. If additional references are needed, these can also be requested via OBS.		By Overall Leaders – self-declaration is included within the online or paper application form.	VF Office automatically emails leaders who've applied and been accepted on OBS and who do not have a valid DBS check. Overall Leaders should encourage volunteers to apply promptly otherwise they may not be able to attend the Venture or Falcon.
	<b>Returning Leaders*</b>				

\* Further references and criminal record checks may be required where a reference doesn't cover the time period required or where a leader has lived abroad for more than nine months in the last five years, to cover their time abroad.

### 5.1.2 Recruitment of ex-offenders policy

Ventures and Falcons will not accept as a volunteer anybody who is known to have harmed children or who is listed as barred from such work by the Disclosure and Barring Service (DBS) and will take all reasonable steps to ascertain the background of potential volunteers.

As noted on the volunteer application form, a criminal record will not necessarily prohibit the appointment of an individual as a volunteer.

With regard to certain specific areas, our policy is as follows:

- Volunteers will not be accepted on a Venture or Falcon team if they have any previous convictions or cautions for offences against children, offences of domestic abuse where children were affected, or if they are barred by the Disclosure and Barring Service.
- Volunteers with any offence involving possession, supply or use of drugs, where the conviction took place within three years prior to the individual's application will not be accepted. After three years have elapsed since the conviction, the VF Principal or Safeguarding Manager will review each individual application supported by a new DBS check indicating no new convictions within that three-year period.
- Volunteers who have used drugs or any other substances leading to a change of behaviour (e.g. petrol, legal highs, glue), which doesn't appear as a conviction on their DBS certificate but has been highlighted in a self-disclosure or a reference, for example, will be considered by the VF Principal or Safeguarding Manager on a case-by-case basis.
- Volunteers with any offence involving dangerous driving, driving under the influence of alcohol or drugs or careless driving where the conviction took place within ten years prior to the individual's application will not be allowed to drive with any passengers in their vehicle during a holiday.

Other offences and issues will be considered on an individual basis by the VF Principal or Safeguarding Manager, in discussion with the Overall Leaders, with specialist advice where appropriate. In particular, we will consider the following points:

- whether the conviction or other matter revealed is relevant to the position in question;
- the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters;
- whether the applicant's circumstances have changed since the offending behaviour or other relevant matters;
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

## 5.2 Disclosure and Barring Service (DBS)

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This section details CPAS' policy on requesting information from the DBS. Much of this is handled by the central VF Office, and some of the detail is therefore of little direct relevance to your particular Venture or Falcon team. However, there will be individuals who will want to know the details of the policy so it is presented here in full.

### 5.2.1 General policy

**Application process** An email is sent to volunteers by the VF Office automatically, as soon as their leader application is accepted on OBS, when a new DBS check is needed. I.e. if they are new to being a leader or if their existing check will be more than 3 years old at the start of their event. The email includes instructions on how to either complete a new online DBS check through the Online Disclosures system, or complete a DBS Update Service form if they are registered with the Update Service. The Update Service allows a DBS certificate to be kept up-to-date online and to be used by different organisations where the same type and level of check is required.

**Identity checks** Part of the process of applying for a DBS check involves the verification of the individual applicant's identity.

If volunteers complete an online DBS check, they must have their identity verified by either:

- their Overall Leader, who can complete the ID verification online,
- Using the paper *ID Confirmation Form* (VFC045): their Church Leader, church Safeguarding Lead or the person at their church who completes ID checks for the church's DBSs; or
- the Post Office, if the volunteer has notified the VF Office of this in advance of completing their DBS application.

All Overall Leaders should register as an ID Verifier with the Online Disclosures system, as it speeds up and simplifies the process if they are able to complete ID checks online. **The verification of identity documents must be carried out face-to-face with the applicant.**

Full details of the required documentation are given in the guidance notes supplied to each individual.

### 5.2.2 Recruitment Risk Assessments

Recruitment Risk Assessment (RRA) Requests can be made by the Overall Leader to the Co-ordinator when a volunteer's DBS application has not returned before the start of the holiday. This risk assessment will determine whether the benefits of the volunteer's presence on the holiday outweighs the risks.

**As such, RRA Requests for outstanding DBS checks can only be made when the volunteer is essential to the safe running of the holiday.** These requests will be considered by the CPAS Safeguarding Committee and consideration will be given to:

- whether the rest of the safer recruitment process has been fulfilled: references and self-declarations are satisfactory, and the online safeguarding training has been completed.
- the DBS application was initiated promptly and has now been submitted to DBS.
- where applicable, the Overall Leader acts as an additional referee, commenting on the volunteer's conduct on previous VF holidays.
- the leader's role; that it does not require them to be in Regulated Activity with Children.

### 5.2.3 Security policy

We comply fully with the DBS Code of Practice, the Data Protection Act (2018) and the General Data Protection Regulation (GDPR) regarding the correct handling, use, storage, retention and disposal of DBS certificates and information.

**Storage and access** Disclosure certificates are always kept securely in lockable, non-portable storage containers with access strictly controlled and limited to those who are entitled to see them as part of their duties. Information from disclosure certificates is only passed to those who are authorised to receive it in the course of their duties.

<b>Usage</b>	Information on disclosure certificates is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.
<b>Retention</b>	Once a decision has been made on accepting a volunteer, we do not keep disclosure certificates for any longer than is necessary. Disclosure certificates may occasionally be kept for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep disclosure certificates for longer than six months, we will consult the DBS about this and will give full consideration to the Data Protection and Human Rights of the individual subject before doing so.
<b>Disposal</b>	Once the retention period has elapsed, we will ensure that any disclosure certificate is immediately and suitably destroyed or returned by secure means. We will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a check. However, we may keep a record of the following information: <ul style="list-style-type: none"> <li>• the date of issue of the certificate</li> <li>• the name of the subject</li> <li>• the type of check requested</li> <li>• the position for which the check was requested</li> <li>• the unique reference number of the certificate</li> <li>• the details of the recruitment decision taken including a paper trail of how this decision was reached</li> </ul>

## 5.3 Junior Leaders

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For the purposes of this handbook, Junior Leaders are considered to be leaders aged 16-17 with reduced responsibilities, but you can apply some of the same good practice principles to 18+ Junior Leaders as necessary.

### 5.3.1 Recruitment

Junior Leaders are to be recruited in exactly the same way as adult leaders, and are subject to application, references and a DBS check. In addition, Overall Leaders must obtain a *Parental Consent Form (VFC041)* for all Junior Leaders, and keep this together with the rest of their holiday paperwork to be returned to the VF Office once the holiday has finished so that it may be stored centrally.

### 5.3.2 Good practice

Any team which has volunteers who are under 18 must identify who on the leadership team is to take responsibility for their care. All volunteers over the age of 18 are now deemed to be in a 'position of trust' (see section 1.1.2) with these volunteers. It will therefore be unacceptable for those people in a position of trust to engage in any behaviour which might allow a sexual relationship to develop whilst the position of trust continues. For this reason, those people in a position of trust should not accept volunteers who are under 18 as 'friends' on social networking sites, other than in the context of local church ministry and family relationships. A volunteer under the age of 18 may be allowed to be alone with a leader over 18 as a necessary part of their role, although care should be taken for this to only occur when absolutely necessary.

Thirtyone:eight (our safeguarding consultants) advise that the best practice is that adults aged 18 or over are responsible for working with children or vulnerable adults. Therefore, extreme caution needs to be exercised about giving 16 or 17-year-olds such responsibilities as they are deemed to have not yet reached the necessary level of maturity. It is important to recognise that, while their assistance is valuable, they cannot be counted as adults within the leader:member ratios for the various activities of the holiday, but must instead be considered as additional helpers to the leaders.

To minimise risk, **all** leaders should be made aware of Junior Leaders in the team, and the responsibilities/tasks they have been given. Junior Leaders are not to be left in sole charge of members or put in vulnerable situations, but instead given opportunities to grow into the role of a leader under the care and supervision of more experienced team members.

For leader training days with under 18 leaders present, please contact the VF Office.

### 5.3.3 Accommodation

Another important aspect to consider when having Junior Leaders on a holiday is that of their accommodation. They are legally still children but are also in a perceived position of trust in their capacity as a Junior Leader on the holiday. Some important factors to consider in their accommodation include:

- Separate under 18s from those aged 18 or over when it comes to sleeping arrangements. However, in some cases, it might be more appropriate to sleep Junior Leaders with young adult leaders from the same peer group (because they know one another well OR because they require specific care/supervision). In this instance, parental consent must be sought.
- Junior Leaders are not to share accommodation with members.
- Unless agreed with parents, no one under the age of 18 should be permitted to sleep alone.
- As far as is practically possible, information regarding accommodation for Junior Leaders should be made clear when they are invited to apply.
- It is the responsibility of adult leaders in charge of supervising accommodation to demonstrate appropriate awareness of their responsibilities, be aware of the safety and security of the young people and know how to respond in an emergency or incident.

## 5.4 Visitors to your holiday

A visitor is an adult who:

- has not been recruited as a volunteer / leader on your holiday.
- attends your holiday for up to 2 days (one night) maximum, consecutive or non-consecutive.
- is invited for a specific purpose that supports or potentially furthers the ministry of your holiday.
  - e.g. to observe with a view to applying to lead or send young people the following year.
  - e.g. to provide practical support like setting up tents or transporting equipment.
  - e.g. to lead or deliver a one-off session or activity on a voluntary (unpaid) basis.
- attends at the request / invitation of Overall Leaders.
- is not attending to fulfil supervision ratios or be in regulated activity with children.
- is not a hired third-party activity provider – for guidance on these please see Activity Co-ordinator's Handbook.

Overall Leaders must take all reasonable steps to vet and manage visitors to their Venture or Falcon holiday, including viewing DBS checks where applicable. No visitors may attend without the knowledge of the Overall Leaders. The number of visitors on any one day must not exceed 10% of your overall team or 5 people, whichever is smaller.

All visitors **must** adhere the following:

- Visitors must complete the online *Visitor Form* at least **two weeks** before the start of your holiday. The link for this will be emailed to Overall Leaders. The VF Office will check the form submission and approve or decline the visit request to Overall Leaders.
- Visitors must be accompanied at all times by a fully recruited volunteer.
- Visitors must be instructed which bathrooms are 'visitors' bathrooms.
- Visitors cannot be included in any leader:member safety ratios.
- Visitors must be recorded on the *Holiday Register*.
- Visitors must be asked to wear the appropriate wristband (5.4.2).

	<b>Daytime Visitor</b> (involved in observation or practical support only)	<b>Daytime Visitor</b> (involved in teaching / training / instructing children)	<b>Any visitor who stays overnight</b> (1 night max)
<b>Appropriate DBS check level for the role</b>	No DBS check required.	<ul style="list-style-type: none"> <li>• Clear DBS certificate</li> <li>• Level: Enhanced</li> <li>• Child workforce*</li> <li>• Issued within the last 3 years</li> </ul>	<ul style="list-style-type: none"> <li>• Clear DBS certificate</li> <li>• Level: Enhanced</li> <li>• Child workforce*</li> <li>• Issued within the last 3 years</li> <li>• Includes a check of the Children's Barred List – status 'None recorded'</li> </ul>

Table continues on next page...

	<b>Daytime Visitor</b> (involved in observation or practical support only)	<b>Daytime Visitor</b> (involved in teaching / training / instructing children)	<b>Any visitor who stays overnight</b> (1 night max)
<b>Specific measures</b>	All standard visitor conditions from policy above.	All standard visitor conditions from policy above.	All standard visitor conditions from policy above. Plus: <ul style="list-style-type: none"> <li>• Accommodate in a separate block or floor from members.</li> <li>• Clearly define areas that are out-of-bounds e.g. members' spaces.</li> <li>• Alert all volunteers to the presence of overnight visitors.</li> </ul>
*CPAS are not legally eligible to view content on certificates that reference 'Adult' workforce or 'Child and Adult' workforce.			

### 5.4.1 Visits from CPAS staff members

A CPAS staff member visits your Venture/Falcon every few years to support and encourage your team. Not all CPAS staff are recruited to the same levels, so unless otherwise instructed by the VF Office, please treat them as you would any other visitor.

### 5.4.2 Wristbands to identify leaders

Wristbands have been provided to indicate to members who are safe adults to engage with. This ensures that anyone who gains access to the site, for example a workman or an activity provider, is easily identifiable as is not someone the member engages with. Different coloured bands are issued, so that leaders can identify between those members permitted to be in regulated activity and those who require supervision at all times.

## 5.5 Reviewing your team

An important aspect of Safer Recruitment is reviewing your team after the event with the Overall Leaders and considering whether there is anyone you would not have back for a safeguarding reason. **You must let the VF Office know**, as the individual might apply for another holiday and the VF Office would need to be aware of and understand the situation. CPAS also have a legal duty to refer to DBS when this is indicated. This is also relevant if you choose not to have an individual back for other reasons e.g. attitude, chemistry.

# 6 Year-Round Communication with Members

## 6.1 'Other Events'

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Day events for members (other than your normal Venture or Falcon holidays), to which under 18s are invited because they have been, or might be in the future, a Venture or Falcon member, and which are being run by volunteers of that Venture or Falcon. You might use these as a reunion or a taster day to grow your Venture or Falcon.

**You must inform the VF Office in advance if you are planning to run an Other Event. There is a specific 'Other Events' Policy that must be referenced and abided by.**

**Where you have under-18s present, you must follow all CPAS policy (health and safety, volunteer recruitment, etc.) as if you were running a full Venture or Falcon. Events with under-18s present must be run by an Overall Leader recruited by CPAS. Specific guidance for these events and leader training events can be found in our *Other Events* booklet.**

All day events must use the appropriate booking form (as specified in the booklet *Other Events*) to ensure that parents are properly informed and sufficient permission is gained from them.

## 6.2 Virtual events

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For online events, please see *Virtual Events Guidance*, which can be found in the leader's area of the Ventures website (password 'athena').

## 6.3 Visiting members

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A volunteer meeting up with a member away from the Venture or Falcon, other than in the context of the local church (when that church's safeguarding policy will apply), is normally inadvisable. Where it is deemed appropriate, for example in a mentoring relationship, by the Overall Leader or a Church leader the member's parent's permission must be obtained in writing. The location and any accommodation details, numbers of other children and details of other adults present must be given to the Safeguarding Officer. This applies to all volunteers including Junior Leaders (16 and 17-year-olds). Further guidance is available on discussion with your co-ordinator, the VF Principal or the CPAS Safeguarding Manager.

## 6.4 Communicating with members

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Communications that provide general holiday information or updates from your Venture to every member is of course appropriate before, during or after the event. Occasional postcards from leaders to members are acceptable and can be a helpful, transparent way to welcome, encourage and remind members. However, this should only be done if Overall Leaders have requested it and should not contain leaders' contact information or suggestions to meet.

There should not be sustained communications between individual volunteers and current (of any age) or prior members (under 18) where the relationship started in the context of a Venture or Falcon, including leaders engaging or following members on social media. If a member pushes this, the volunteer should alert the Safeguarding Officer and encourage stronger links with the local church. Where a local church connection is not possible, the Safeguarding Officer should consider how to manage this in consultation with the VF Office.

CPAS acknowledges some relationships exist outside of the context of Ventures and Falcons, such as:

- Mentoring relationships
- Younger leaders who are already friends with members (see also 6.4.1)
- Leaders who are friends of the family
- Extended family of members

These therefore need to be managed with some discretion during the Venture or Falcon.

Copies of all e-mails, letters, texts or online messages between volunteers and members should be retained by the volunteer(s) involved and made available to the Safeguarding Officer on request. No communications should be deleted, in case there is a need to refer back to them later.

If a volunteer receives any messages from a member which makes them wary about either the personal situation of the member or the relationship between the member and themselves, they should forward it directly to their Safeguarding Officer or Deputy Safeguarding Officer.

### **6.4.1 Members and younger leaders**

We recognise that young leaders who have recently been members may have pre-existing friendships and therefore online 'friendships' and communications with younger members. While best and safe practice would be to stop any social media contact when they become leaders, this may not always be realistic, but do encourage younger leaders to consider this option as they could be leading for several years whilst some of their friends remain as members.

Reiterate that as younger leaders they are in 'perceived positions of trust' and so during the holiday they should adhere to what is expected of all leaders in relation to taking photographs, social media contact etc. This specifically includes avoiding social media contact with their friends who are members during the holiday.

Educate younger leaders on potential risks and the law around particular vulnerabilities for those in 'positions of trust'. This will help them to avoid compromising situations with members during the Venture/Falcon and the potential of a blemished DBS affecting their future.

## **6.5 Managing your holiday's online presence via social media**

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Ventures and Falcons are encouraged to set up a social networking presence. This can be a useful way of keeping in touch with members through the year, and encouraging them to invite their friends. Bear in mind, the minimum age to use sites such as Instagram, X (formerly Twitter), or Facebook is 13 years – thus excluding the 8 to 12 year olds in the Ventures and Falcons community.

Understandably, there are fears associated with the use of social media with safeguarding implications. We therefore need to ensure that appropriate measures are in place. The handout *Social Media Guidelines (HANO08)* is available to give to those leader(s) heading up your social media which includes the below safeguarding information as well as ideas for promoting your Venture or Falcon.

The following must be adhered to:

- At least two well chosen, trusted, group administrators who have been through our safer recruitment process, should be appointed (adult leaders only) to maintain accountability and transparency in the use of the forum, working in line with the social media policy.
- Where possible, the group should be a 'closed group' or 'private account'.
- We recommend you only use the following platforms: Facebook, Instagram and X (formerly Twitter).
- Do not use any form of social media where mobile numbers are required/shared, such as Snapchat and WhatsApp.
- During the holiday, it would also be helpful to communicate to members what respectful online conduct looks like.
- Venture and Falcon accounts must be monitored regularly and frequently by the group administrators (at least every week, including during your Venture or Falcon). Regular monitoring and intervention is essential to minimise the risk of bullying or any other inappropriate behaviour.
- No content from members should be automatically posted without being vetted or approved by the administrators via moderator settings.
- Any message boards, group chats or feeds on websites or social media accounts run by individual Ventures or Falcons must keep full logs of every conversation.
- Privacy settings must be adequate. Your social media administrator can determine who sees your posts and most importantly, ensure any comments or pictures in which your holiday may be tagged in are approved before the picture is published. Your holiday's profile can also be disabled from certain search engines.
- All photos and videos used must be in line with CPAS photo policy (see section 4).
- Contact with members should only happen via your holiday's online social media account, and not via a volunteer's personal account. We suggest that you reference the guidance created by the

charity commission for further guidance around social media use e.g. whether you like/share/comment on posts by members/third parties etc.

- Sustained messaging between leaders and members is not permitted.
- Leaders are encouraged to have 'private' accounts where friend requests are required for access.
- A standard warning must be given on every chatroom, thread or message board which is part of a Venture or Falcon website or social media account as follows: "You should never reveal any personal details such as names or contact details, and never arrange to meet people solely via chat room contact. Always discuss details by a method where you can be sure of the other party's identity, e.g. telephone or an e-mail address which you know and trust."
- A link to the Child Exploitation and Online Protection command (CEOP), or a similar alternative, for reporting purposes should be easily accessible. <https://www.ceop.police.uk/Safety-Centre/>
- A group statement should also include details on the minimum age to access the forum and a zero-tolerance approach to hate or abusive content.
- Known underage users should be reported to the site, personally notified and blocked from the group.
- Members should be advised to follow the usual precautions regarding the giving out of personal information.
- Parents should be informed of what social media your holiday is using, and encouraged to be involved with their child's online activity.
- The VF Office must be aware of the social media account you are using to promote your Venture or Falcon.
- It's important to remember that as leaders when you discuss anything relating to Ventures, Falcons or wider issues on social media, you are representing CPAS.
- Regularly review your connections, limiting your social media to appropriate 'subscribers'.

# Safeguarding Pointers for Volunteers

Thank you for volunteering on a Venture or Falcon holiday. We want to provide children aged 8-18 with a wonderful time away with friends that they will want to share with others.

As a leader in a position of trust, there may be occasions where a conversation with a child, or your own observations, make you concerned for their welfare or well-being. Harm to children of any kind can have major long-term effects on a child's health and development, so it is imperative that we actively safeguard and support the children in our care.

Leaders also need to look out for each other and ensure their interactions with other leaders remain appropriate and respectful at all times. Where this isn't handled well, there is the potential for it to become a concern, whether it's of a safeguarding, leadership or welfare nature.

Your team's Safeguarding Officer is there to oversee this on your holiday and to offer training. The pointers contained in this document are to equip you with some additional guidance to help you react appropriately and pass on the information.

## If a child discloses some information, remember the following:

- Keep calm ... do not react with shock or disapproval of the child, the parents or the incident
- Do not assume that the child's experience was either bad or painful
- Do not pre-suppose guilt or anger in the child
- Stay in control of your own feelings; do not let them see if you are angry or upset

Do	Don't
✓ listen carefully to what the child is saying	✗ PANIC!
✓ keep listening and seek clarification only	✗ promise confidentiality at the outset
✓ keep an open mind	✗ rush off to find someone else to listen
✓ write down as soon as you can exactly what the child said, with dates and times (VFC036)	✗ lie to the child or keep things secret
✓ tell your Safeguarding Officer as soon as possible, and check with them later that it has been followed up	✗ give answers to questions you are not sure about
✓ affirm the child that they were right to tell you	✗ make judgments of any kind about the alleged abuser or parents
✓ tell the child it is not their fault	✗ ask lots of detailed questions or press for answers a child is unwilling to give
✓ take care of yourself and work out what you are feeling	✗ investigate, judge or push for information

## In the event of any disclosure or allegation from anyone on the holiday (including leaders)

1. Make notes on Form VFC036; record dates, times and events and the full names of those present.
2. Report it to the Safeguarding Officer or, if they are implicated, their deputy. Your Safeguarding Officer will seek advice from Thirtyone:eight and, if necessary, the VF Office.

### Thirtyone:eight Safeguarding Helpline

0303 003 1111

(option 1, then option 3)

3. Don't discuss the disclosure or allegation with anyone other than those named above.
4. Don't challenge the person yourself – report the details to your Safeguarding Officer.

## The main forms of child abuse and neglect

Child abuse has many forms. There are four identified categories of abuse as described in *Working Together to Safeguard Children 2015*: **physical, emotional, sexual and neglect**. It is important not to investigate but to seek advice. A child is anyone under 18 (therefore including most teenagers). 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/adults, or another child/children. The definitions of these forms of abuse are detailed within the above mentioned statutory guidance. However, some of the key signs and indicators that may help you identify this have been outlined by Thirtyone:eight as follows:

<b><i>The following signs could be <u>INDICATORS</u> that <u>ABUSE</u> has taken place (but should be considered in context of the child's whole life/circumstances):</i></b>	
<p><b><u>Physical</u></b></p> <p>Injuries not consistent with the explanation given for them</p> <p>Injuries that occur in places not normally exposed to falls rough games, etc</p> <p>Injuries that have not received medical attention</p> <p>Reluctance to change for, or participate in, games or swimming</p> <p>Repeated urinary infections or unexplained tummy pains</p> <p>Bruises on babies, bites, burns, fractures etc which do not have an accidental explanation*</p> <p>Cuts/scratches/substance abuse*</p>	<p><b><u>Sexual</u></b></p> <p>Any allegations made concerning sexual abuse</p> <p>Excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour</p> <p>Age-inappropriate sexual activity through words, play or drawing</p> <p>Sexually provocative or seductive behaviour</p> <p>Inappropriate bed-sharing arrangements at home</p> <p>Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations</p> <p>Sudden unexplained expensive clothing or gifts may be a sign of child sexual exploitation – where they have been manipulated into sexual activity in exchange for gifts, or are being groomed.</p> <p>Eating disorders - anorexia, bulimia*</p>
<p><b><u>Emotional</u></b></p> <p>Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clingy</p> <p>Depression, aggression or extreme anxiety</p> <p>Nervousness or frozen watchfulness</p> <p>Obsessions or phobias</p> <p>Sudden under-achievement or lack of concentration</p> <p>Inappropriate relationships with peers and/or adults</p> <p>Attention-seeking behaviour</p> <p>Persistent tiredness</p> <p>Running away/stealing/lying</p>	<p><b><u>Neglect</u></b></p> <p>Under nourishment</p> <p>Failure to grow</p> <p>Constant hunger</p> <p>Stealing or gorging food</p> <p>Untreated illnesses</p> <p>Signs of inadequate care</p> <p>Unkempt appearance</p>
<p><b><i>*These indicate the possibility that a child or young person is self-harming. Approximately 20,000 are treated in accident and emergency departments in the UK each year</i></b></p>	

# Social Media Guidelines

This handout is designed for those leader(s) heading up your social media. It includes safeguarding information as well as ideas for promoting your Venture or Falcon.

Ventures and Falcons are encouraged to set up a social networking presence. Social media can be a useful way to:

- Share stories and inspire each other throughout the year
- Recruit new members
- Keep current members active in promoting your Venture or Falcon community
- Share news and promote events to keep your online audience up-to-date on what's going on with your Venture or Falcon
- Foster community between members
- Keep member parents/carers/guardians up to date with how the holiday is going

## Working model

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- Bear in mind the minimum age to use sites such as Instagram, X (formerly Twitter), or Facebook is 13 years – thus excluding the 8- to 12-year-olds in the Ventures and Falcons community.
- All content on the page, including images, logos, videos and music, should adhere to copyright laws. This includes background music to your promo videos.
- Try and post a variety of content (images, videos, places, items and holiday highlights).
- Frequency of posting will of course differ depending on each Venture or Falcon, however we suggest posting at least during the holiday, when bookings open, before the holiday and sporadically between these periods to create enthusiasm.
- Retweeting/sharing posts can be viewed as a sign of endorsement. This may be inappropriate in some circumstances.
- Tag us @CPASVentures or via the site you're using to engage others with your posts and create conversation.

## Safeguarding and social media

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Understandably, there are fears associated with the use of social media with safeguarding implications. We therefore need to ensure that appropriate measures are in place. The following policy is extracted from the *Safeguarding Officer's Handbook* and must be adhered to:

- At least two well chosen, trusted, group administrators who have been through our safer recruitment process, should be appointed (adult leaders only) to maintain accountability and transparency in the use of the forum, working in line with the social media policy.
- Where possible, the group should be a 'closed group' or 'private account'.
- We recommend you only use the following platforms: Facebook, Instagram and X (formerly Twitter).
- Do not use any form of social media where mobile numbers are required/shared, such as Snapchat and WhatsApp.
- During the holiday, it would also be helpful to communicate to members what respectful online conduct looks like.
- Venture and Falcon accounts must be monitored regularly and frequently by the group administrators (at least every week, including during your Venture or Falcon). Regular monitoring and intervention is essential to minimise the risk of bullying or any other inappropriate behaviour.
- No content from members should be automatically posted without being vetted or approved by the administrators via moderator settings.

- Any message boards, group chats or feeds on websites or social media accounts run by individual Ventures or Falcons must keep full logs of every conversation.
- Privacy settings must be adequate. Your social media administrator can determine who sees your posts and most importantly, ensure any comments or pictures in which your holiday may be tagged in are approved before the picture is published. Your holiday's profile can also be disabled from certain search engines.
- All photos and videos used must be in line with CPAS photo policy (see below for a summary of this).
- Contact with members should only happen via your holiday's online social media account, and not via a volunteer's personal account.
- Sustained messaging between leaders and members is not permitted.
- Leaders are encouraged to have 'private' accounts where friend requests are required for access.
- A standard warning must be given on every chatroom, thread or message board which is part of a Venture or Falcon website or social media account as follows: "You should never reveal any personal details such as names or contact details, and never arrange to meet people solely via chat room contact. Always discuss details by a method where you can be sure of the other party's identity, e.g. telephone or an e-mail address which you know and trust."
- A link to the Child Exploitation and Online Protection command (CEOP), or a similar alternative, for reporting purposes should be easily accessible.
- A group statement should also include details on the minimum age to access the forum and a zero-tolerance approach to hate or abusive content.
- Known underage users should be reported to the site, personally notified and blocked from the group.
- Members should be advised to follow the usual precautions regarding the giving out of personal information.
- Parents should be informed of what social media you are using and encouraged to be involved with their child's online activity.
- The VF Office must be aware of the social media account you are using to promote your Venture or Falcon.
- It's important to remember that as leaders when you discuss anything relating to Ventures, Falcons or wider issues on social media, you are representing CPAS.
- Regularly review your connections, limiting your social media to appropriate 'subscribers'.

## **Using photographs and videos**

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For your convenience, we've reproduced part of our photographs and video images policy here. The full policy, including taking and storage of images, can be read in the *Safeguarding Officer's Handbook*.

- Photographs of members taken by volunteers remain the property of CPAS and must only be used in accordance with CPAS policies.
- Permission must be sought from Overall Leaders to use any photographs. This includes any photographs of members taken by a volunteer for use in their own children's/youth groups.
- Photographs and video images are 'personal data' as far as data protection legislation is concerned and must be used responsibly.
- Ensure you only use photos of people where parents/leaders have given photos permission and where children/young people have not objected to their own picture being taken.
- Children should not be identified by full name or other personal details. These details include e-mail or postal addresses, telephone numbers or church. Names or other personal details should not be used in any caption, file name, alt text etc.
- When using photographs or video images of children and young people, it is preferable to use group pictures.
- Only use images of children in suitable dress to reduce the risk of inappropriate use.
- Restrict access to photo-sharing sites to those attending your Venture or Falcon and their parent. They must not be able to invite additional friends or create other links. A private/unlisted link is not sufficient; photo-sharing sites must be either password-protected or access-restricted via a login.

# Children and Gender Identity: Ventures and Falcons Guidelines

CPAS' policy is to welcome all children and teenagers of any faith or none, and regardless of family circumstances, race, gender or sexuality - every young person is welcome as far as we can accommodate their needs on a VF holiday. If children are presenting a complex gender identity, their application will need to be considered on a case-by-case basis. These guidelines aim to help Overall Leaders prepare well.

Firstly, you may receive early notification, or you may become aware as a child arrives at registration. It is important that you and your team are prepared for this and that it does not inhibit you offering the warmest welcome to that young person when you first meet them. You can avoid a situation where a child inadvertently picks up the false message that they are unwelcome or a problem due to leaders scrabbling around trying to work out what to do, by planning ahead of the holiday. It is important to recognise that this child may be dealing with a lot of stress.

Secondly, every child is different, and we must ask good questions rather than assuming what they might want or need. For example, a child may identify as transgender, request the use of different pronouns but retain all the clothing markers etc. for their biological sex and would not want to use a different toilet or be in a different dormitory. Good questions are key to discern whether your holiday needs to consider alternative provisions, and the VF office has a framework for you to use.

Working through whether you can accommodate a child's requests or needs should involve the following:

- a. Speaking with the parent/carer to find out as much information as possible about provisions made for the child at school and, if relevant, church with the aim of being consistent, as far as is reasonable. We should avoid the situation of a child using the holiday as an opportunity to experiment with gender expression.
- b. Thoughtful accommodation. Depending on the scenario, a child may require a single room and private bathroom on a gender-neutral corridor (if available), though some may feel "othered" by this, so good and careful questions are key. Before agreeing to accommodate a child away from other members of their biological sex, you must contact the VF office, providing options and floorplans. Options may need risk assessing. It is a legal requirement that your holiday maintains single-sex accommodation and bathroom spaces (based on biological sex, in accordance with the Supreme Court ruling).
- c. Consideration of preferred names and pronouns. Even though many names imply gender, we are accepting of most nicknames and so using a child's preferred name (in consultation with the parent/carer) is generally encouraged. It can be useful to use preferred names instead of alternative pronouns if leaders feel conflicted by the latter. If you are unable to agree a suitable way forward with a parent/carer and your leaders, please discuss with the VF office at the earliest opportunity.
- d. If you have single-sex discussion groups and activity groups, consider whether these are necessary or whether a mixed group is appropriate. Communication is key here - we cannot incorporate someone of a different biological sex in a group that has been advertised as 'single sex'. But if we communicate well (including labelling our groups appropriately), we have flexibility in discussion groups and activity groups. Such flexibility does not apply to bathrooms, changing areas and accommodation.
- e. A conversation with the VF office to discuss your proposed plan before making an agreement with the child's parent/carer.

It is important that your team has been well prepared to offer a good welcome. Our short video series on 'Sexuality, Gender and Welcome', created with *Living Out* and *Thirtyone:eight* is a strong place to start. Give the team time and space to think this all through. It is imperative that leaders avoid singling out a child to persuade them of a particular conviction or trajectory in this area, as this could cause harm to the child and represent a safeguarding failure.

Finally, please consider how all of this might impact any decisions about teaching and the scope for pastoral conversations related to this topic. Often, this will be best left for the local church who have the longer

journey with each child. Even if 99% of your members have come with leaders from 'sending churches', please be aware of and sensitive to the 1% with whom your holiday has little relational capital. And please ensure that your holiday's teaching and pastoral work aligns with the expectations of CPAS' Outworkings of Faith statements.

Some great (and mostly short!) resources include:

- *Sexuality, Gender and Welcome* (Ventures and Falcons, [video series](#), Leaders' Resource Area).
- *Children and Gender Identity: Asking Good Questions*, (Ventures and Falcons, [PDF](#), Leaders' Resource Area).
- *Transformed* (Evangelical Alliance, [PDF](#)).
- *Transgender* (Vaughan Roberts, short book).
- *Living Out* have a whole range of resources available online.

### Helpful follow-up questions when managing VF bookings

This framework of questions is to be used in conjunction with *Children and Gender Identity – VF guidelines*. Please ensure you are aware of the instructions within that document before initiating a conversation with parents / carers.

# Useful Contacts

## **Thirtyone:eight**

0303 003 1111 - option 1, then option 3 (if they ask for a membership number, let the advisor know that you are calling from a CPAS holiday, and give your holiday name.)  
Safeguarding helpline and enquiries

## **CEOP**

[www.ceop.police.uk](http://www.ceop.police.uk)

Child Exploitation and Online Protection (CEOP) Centre provides a multi-agency service dedicated to tackling the exploitation of children.

## **Childline**

0800 11 11 - [www.childline.org.uk](http://www.childline.org.uk)

This is an advice line especially for children and young people to use. You should have this number available for children to phone directly if they need to.

## **Childnet**

[www.childnet.com](http://www.childnet.com)

Childnet's purpose is to help children and young people acquire 'net literacy' skills and offer advice to industry, organisations, parents and teachers about internet and mobile safety.

## **Internet Watch Foundation**

[www.iwf.org.uk](http://www.iwf.org.uk)

The UK Hotline for reporting illegal content, specifically: child sexual abuse content hosted worldwide and criminally obscene and incitement to racial hatred content hosted in the UK.

## **Kidscape**

020 7823 5430 - [www.kidscape.org.uk](http://www.kidscape.org.uk)

Advice on bullying for parents or those working with children.

## **OEAP - Outdoor Education Advisers' Panel**

[www.oeapng.info](http://www.oeapng.info)

National guidance for the management of outdoor learning, off-site visits and learning outside the classroom. Primarily an education specific resource but useful as guidance for holidays and residential providers.

## **selfharmUK**

[www.selfharm.co.uk](http://www.selfharm.co.uk)

selfharmUK is a project dedicated to supporting young people impacted by self-harm, providing a safe space to talk, ask any questions and be honest about what's going on.

## **Stop It Now UK and Ireland**

0808 1000 900 - [www.stopitnow.org.uk](http://www.stopitnow.org.uk)

Stop it Now! runs a confidential free helpline for adults to phone and discuss their concerns – including inappropriate online communication.

## **Think U Know**

[www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)

A site with advice on internet safety for all ages run by CEOP.

# List of Forms

The below is a list of forms relevant to the role of Safeguarding Officer. Please remember that this list is not exhaustive and is only current at the time of printing. Some forms might be added or changed during the year. Check the Leaders' area under the Holiday leaders tab of the website [www.ventures.org.uk](http://www.ventures.org.uk) for the latest information and to download forms (you will need the password 'athena'). There are several categories of downloads – the list below tells you which category to check for each form.

## Generic forms

VFC001	Reference Request – Volunteers	Overall leaders & safeguarding
VFC002	Emergency Contact Information	Overall leaders & safeguarding
VFC005	Risk Assessment – blank	Risk assessments
VFC008	Health Update Form	Activities, safety & healthcare
VFC013	New Overall Leader Application Form	Available from the VF Office
VF014	Dorm Safeguarding Poster	Overall leaders & safeguarding
VFC032	New Leader's Volunteering Form	Available from the VF Office
VFC033	Returning Leader's Volunteering Form	Available from the VF Office
VFC034	Returning Overall Leader's Volunteering Form	Available from the VF Office
VFC036	Safeguarding Incident Log Form	Overall leaders & safeguarding
VFC041	Parental Consent for Leader Under 18	Overall leaders & safeguarding
VFC042	Visitor Form (only use if Online Visitor Form cannot be accessed)	Overall leaders & safeguarding
VFC052	Video Contributor Form	Available from the VF Office
VFC054	Set-up Form for Other Events	Overall leaders & safeguarding
VFC954	Risk Assessment – Mobile Phones	Risk assessments

## Handouts

HAN004	Mission, Values and Vision	Overall leaders & safeguarding
HAN005	Basis of Faith	Overall leaders & safeguarding
HAN006	Safeguarding: Pointers for Volunteers	Overall leaders & safeguarding
HAN008	Social Media Guidelines	Promotional materials & other resources

## Guidance

Other Events Booklet (including leader training and reunion events)	Handbooks & policies
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Venture and Falcon holidays  
are part of the ministry of CPAS

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Sir William Lyons Road, COVENTRY CV4 7EZ

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falcon@cpas.org.uk

[ventures.org.uk](http://ventures.org.uk)