



Journey of a Lifetime

**Company No: 4236414; Charity No: 1077591**

## **Child Protection Policy and Procedures**

**This policy covers all youngsters who apply to join or who come on one of the “Journeys of a Lifetime” organised by the Journey of a Lifetime Trust (JoLt) whether they are legally youngsters or adults.**

### **Child Protection Policy:**

It is the policy of JoLt to safeguard the welfare of all youngsters by protecting them from physical, sexual and emotional harm, and to provide a safe and supportive environment which secures the well-being and best outcomes for youngsters participating in a “journey of a lifetime”. Accordingly, JoLt is committed to the following principles:

- the welfare of the youngster is paramount;
- all youngsters without exception have the right to protection from abuse;
- all suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately; and
- all the charity’s trustees, leaders and other volunteers have a responsibility to report concerns.

In addition JoLt is committed to:

- taking into account in all its considerations and activities the interests and well-being of young people;
- respecting the rights, wishes and feelings of young people with whom it is working;
- taking all practical steps to protect them from physical, sexual and emotional abuse, and neglect; and
- promoting the welfare of young people and their protection within a relationship of trust.

This policy is linked to procedures that make clear:

- what is good practice amongst all personnel;
- what is practice never to be sanctioned;
- that the ways in which all charity personnel are recruited and selected ensures their suitability for working with young people;
- how to properly respond to suspicions and allegations;
- how to ensure confidentiality; and
- what systems are in place to ensure that all leaders working with young people are routinely and regularly monitored.

# Child Protection Practice Procedures

## 1. Child Protection and Child Abuse

1.1 The Senior Leader is the senior member of the leadership team who takes specific responsibility for child protection matters on expeditions. The Senior Leader is responsible for:

- holding and being conversant with JoLt's Child Protection Policy and Procedures;
- briefing leaders on relevant contents of the above guidance and procedures, and on the procedures JoLt should follow below - including the briefing of new leaders as part of their induction;
- ensuring the procedures below are followed within JoLt;
- liaison over Child Protection Procedures with the Social Services Department;
- receiving reports of alleged or suspected child abuse within JoLt, or reported by a youngster relating to incidents on the journey, at JoLt events, at home or elsewhere, contacting the Social Services Department and taking other action in response, as set out below; and
- keeping secure records of individual cases.

1.2 Every leader or trustee needs to be thoroughly familiar with the ways in which youngsters can be protected from abuse by being sensitive to abuse in all its forms and knowing what action to take. Leaders should be alert to the appearance of neglect and distress, all of which can be significant yet easily overlooked. It is essential that the procedures are scrupulously followed to ensure that every reasonable step is taken to avoid the tragedy of a youngster being seriously damaged physically or emotionally either on a 'journey of a lifetime' or on their return home.

## 2. What is Child Abuse / Signs and Symptoms?

2.1 The Child Protection Procedure relates to the protection of youngsters and vulnerable adults on JoLt expeditions or attending JoLt events from abuse and neglect by leaders, parents, others with parental responsibility, guardians, service providers, other responsible adults, or other youngsters or vulnerable adults.

2.2 The following categories of harm are commonly used, but leaders should always be vigilant to any sign of distress in a youngster:-

- a) **Physical Abuse** - Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer or other fabricates the symptoms of, or deliberately induces, illness in a child.
- b) **Emotional Abuse** – Emotional abuse is the persistent emotional maltreatment of a youngster such as to cause severe and persistent adverse effects on the youngster's emotional development. It may involve

conveying to youngsters that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on youngsters. These may include interactions that are beyond the youngster's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the youngster participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying causing youngsters frequently to feel frightened or in danger, or the exploitation or corruption of youngsters. Some level of emotional abuse is involved in all types of maltreatment of a youngster, though it may occur alone.

- c) **Sexual Abuse** – Sexual abuse involves forcing or enticing a youngster or young person to take part in sexual activities, including prostitution, whether or not the youngster is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex), or non-penetrative acts. They may include non-contact activities, such as involving youngsters in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging youngsters to behave in sexually inappropriate ways.
- d) **Neglect** – Neglect is the persistent failure to meet a youngster's basic physical and/or psychological needs, likely to result in the serious impairment of the youngster's health or development. Neglect may involve a parent or carer failing to provide adequate food and clothing, shelter, including exclusion from home or abandonment, failing to protect a youngster from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate caretakers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a youngster's basic emotional needs.

## 2.3 Signs and Symptoms

The following behavioural signs may or may not be indications that abuse has taken place, but the possibility should be considered:

- a) **Physical Signs of Abuse**
  - Any injuries not consistent with the explanation given for them.
  - Injuries, which occur to the body, in places which are not normally exposed to falls, rough games etc.
  - Injuries which have not received medical attention.
  - Neglect – under-nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care etc.
  - Reluctance to change for, or participate in, games or swimming.
  - Repeated urinary infections or unexplained stomach pains.
  - Bruises, burns, bites, fractures etc. which do not have an accidental explanation.
  - Cuts/scratches/substance misuse.

- b) **Emotional Signs of Abuse**
- Changes or regression in mood or behaviour; particularly where a youngster withdraws or becomes clingy. Also depression/aggression, extreme anxiety.
  - Nervousness, frozen watchfulness.
  - Obsessions or phobias.
  - Sudden under achievement or lack of concentration.
  - Inappropriate relationships with peers and/or adults.
  - Attention seeking behaviour.
  - Persistent tiredness.
  - Running away/stealing/lying.
- c) **Signs of Possible Sexual Abuse**
- Any allegations made by a youngster concerning sexual abuse.
  - Youngster with excessive preoccupation with sexual matters, and detailed knowledge of adult sexual behaviour; or who regularly engages in age-inappropriate sexual play.
  - Sexual activity through words, play or drawing.
  - Youngster who is sexually provocative or seductive with adults.
  - Severe sleep disturbances with fears, phobias, vivid dreams or nightmares; sometimes with overt or veiled sexual connotations.
  - Eating disorders – Anorexia, Bulimia.
- d) **Racial, Cultural and Religious Patterns**
- Crucial to any assessment, is the knowledge and sensitivity to racial, cultural and religious patterns. While it is important to respect these practices, it is important to remember that all youngsters have basic human rights. Differences in youngster rearing do not justify Child Abuse.
- 2.4 Always remember that many symptoms of distress in a youngster, can point to abuse; but there may be alternative explanations.
- 2.5 Leaders should also be aware a reluctance to participate in games or swimming may also be an indicator.
- 2.6 Any leader or trustee who is told of any incident or who has strong suspicion of abuse occurring on JoLt, or to a youngster at home, or elsewhere (or who him/herself knows of or suspects such abuse) must report the information the same day to the Senior Leader. In the absence of the Senior Leader, the immediate report should be made to the Deputy Senior Leader or the Vice Chair of Trustees. If the allegation or suspicion is about the Senior Leader or Chair of Trustees the report should be made to the Deputy Senior Leader or Vice Chair of Trustees.
- 2.7 Abuse to be reported includes abuse of a youngster by a leader or other adult, abuse at home, which a youngster reports to leaders, abuse by a stranger on JoLt or elsewhere, and abuse of one youngster by another. The key issues identifying

the problem as abuse rather than an isolated instance of bullying considered within normal bounds on JoLt are:

- The frequency, nature and severity of the incident(s).
- Whether the victim was coerced by physical force, fear, or by a youngster or group of youngsters significantly older than him/herself, or having power or authority over him/her.

2.8 All leaders and other volunteers should be aware of the need to report allegations of child abuse to the Senior Leader or Trustee responsible for Child Protection.

## **What happens**

### ***If you suspect a youngster is being abused emotionally, verbally, physically or sexually***

***Never tell a youngster you will keep a secret they told you.***

1. Tell the senior leader immediately (Deputy senior leader if your suspicions involve the senior leader)
2. Record any facts as you know them and give a copy to the senior leader. (Deputy senior leader if suspicion relates to senior leader)
3. Ensure the youngster has access to an independent adult
4. Ensure that no situation arises which could cause any further concern

### ***If a youngster discloses to you abuse that has occurred on the expedition by someone else***

***Never tell a youngster you will keep a secret they told you.***

1. Allow the youngster to speak without interruption, accepting what is said.
2. Alleviate feelings of guilt and isolation, while passing no judgement
3. Advise that you will try to offer support but that you must pass the information on
4. Same steps as 1-4 as in suspecting a child is being abused

### ***If a youngster discloses to you abuse that occurred prior to the expedition***

***Never tell a youngster you will keep a secret they told you.***

1. Allow the youngster to speak without interruption, accepting what is said
2. Alleviate feelings of guilt and isolation
3. Advise that you must pass the information on to the leader in overall responsibility
4. At the earliest opportunity record in writing what you have been told
5. Tell the senior leader immediately

### ***If you receive an allegation about any adult or about yourself***

***Never tell a youngster you will keep a secret they told you.***

1. Immediately tell the senior leader. If the accusations relate to the senior leader, the deputy senior leader must be informed immediately
2. Record the facts as you know them and give a copy to the senior leader or, if the accusations relate to the senior leader, the deputy senior leader.
3. Try to ensure that no-one is placed in a position which could cause further compromise.

### ***You must refer; you must not investigate***

The senior leader (deputy senior leader if the abuse may relate to the senior leader) is required to refer cases of suspected abuse or allegations to the relevant investigating agencies. Advice should be taken at the earliest possible opportunity (usually as soon as the group return to the UK or earlier if the situation requires immediate notification) from **Harrow Children's Services Duty Assessment Team – See page 7 for contact details.**

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On a JoLt, the Senior Leader - receiving an allegation of abuse will:

- (a) Take any steps needed to protect any youngster involved from risk of immediate harm. (This may involve allocating an appropriate leader, as far as possible a person chosen by the youngster him/herself to stay with him/her).

- (b) Not interview or investigate the allegation further, but seek advice at the earliest possible opportunity (usually as soon as the group return to the UK or earlier if the situation requires immediate notification) from the Harrow Child Protection Team
- (c) She will speak personally to one of the Child Protection Team or, if they are unavailable, the Duty Social Worker and not rely on leaving a message.
- (d) She will complete relevant forms and send it to Social Services at the earliest possible opportunity.

If the Police are involved on the journey itself, the Senior Leader will ensure that any pupil being interviewed by the Police has available a supportive leader of his/her own choice to accompany him/her if this becomes necessary.

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***If a trustee receives an allegation about any adult or youngster***

1. Allow the person to speak without interruption, accepting what is said.
2. Do not investigate but try to get as many facts as possible.
3. If the person making the allegation is the alleged victim, alleviate feelings of guilt and isolation, while passing no judgement. If the person concerned is a third party pass no judgement.
4. Advise that you will try to offer support but that you must pass the information on.
5. At the earliest opportunity record in writing what you have been told.
6. Tell the chair of trustees immediately. If the allegation involves the chair of trustees, tell the vice chair immediately.

***You must refer; you must not investigate***

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***Trustee/ Senior Leader action***

The trustees and the senior leader are required to refer cases of suspected abuse or allegations to the relevant investigating agencies.

**Harrow child protection: contact details**

Speak to the duty social worker by contacting:

Children's Services

Duty and Assessment Team

429-433 Pinner Road

Harrow HA1 4HN

Tel: 020 8863 5544

Fax: 020 8242 8045

Office hours are 9am to 5pm Monday to Friday.

There is an Emergency Duty Service during weekends, bank holidays and between 5pm and 9am weekdays. Tel: 020 8424 0999

**In an emergency always dial 999**

Steve Spurr, Senior Child Protection Co-ordinator, Harrow Children's Services, 020 8420 9644 or his colleagues Andreas Kyriacou or Betty Lynch.

E-mail addresses are: [steve.spurr@harrow.gov.uk](mailto:steve.spurr@harrow.gov.uk); [andreas.kyriacou@harrow.gov.uk](mailto:andreas.kyriacou@harrow.gov.uk) , [betty.lynch@harrow.gov.uk](mailto:betty.lynch@harrow.gov.uk)

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The number for referrals or to speak to the duty social worker is 020 8863 5544 (and for out of hours / weekends / bank holidays 020 8424 0999).

## *A Code of Practice for Expedition Leaders*

### **You Must**

- treat everyone with respect
- set an example
- remember you are in “loco parentis” and treat every youngster as a responsible parent would
- take responsibility for your own actions and behaviour and avoid any conduct which would lead any reasonable person to question your motivation and intentions
- avoid situations that compromise your relationship with young people and are unacceptable within a relationship of trust (e.g. a sexual relationship (including flirting) between a leader and a youngster)
- remember that someone else might misinterpret your actions no matter how well intentioned
- plan activities which involve more than one person being present, or at least which are within sight or hearing of others
- respect a young person’s right to personal privacy
- have separate sleeping accommodation for leaders and young people. If in remote areas or because of special circumstances (e.g. group sleeping on floor of school), more than one leader must share accommodation in the same room with the youngsters
- provide access for young people to talk to others about any concerns they may have
- encourage youngsters and adults to feel comfortable and caring enough to point out attitudes or behaviour they do not like
- recognise that special caution is required even in sensitive moments of counselling, such as when dealing with bullying, bereavement or abuse
- try to allocate your time as evenly as possible between all the youngsters
- leave the door open if you have to go into a youngsters’ bedroom in which there is only one youngster unless you are there to assist the youngster with his/her personal/toiletry/medical needs. If this is the case, deal with your duties professionally and leave as soon as possible
- if you go into a bedroom to check something, pass on a message etc and there is only one youngster present who wants to talk confidentially or wants you to write postcards etc either move to an area where you are within sight of others or arrange to meet elsewhere or arrange another time
- if a youngster is alone in a bedroom and in a very distressed state (e.g. suicidal) and the above actions would not be appropriate, deal with the matter in the bedroom and immediately report the incident to the senior leader
- if a male leader has to go to a girls’ bedroom or a female leader into a boys’ bedroom where there is one or more youngsters present, the leader must deal with the business in hand and leave promptly
- report to the senior leader immediately any indications (verbal, written or physical) that suggests a youngster may be infatuated with a leader
- for at least two years after the expedition your relationship to any youngster must remain as that of a parent to his/her child.

## **You must not**

- permit abusive youth peer activities (e.g. initiation ceremonies, ridiculing, bullying)
- play physical contact games with young people except when playing organised and supervised games such as “limb-ball” and wheelchair basketball
- have any inappropriate physical or verbal contact with others
- jump to conclusions about others without checking facts
- make (or encourage others to make) unprofessional personal comments which scapegoat, demean or humiliate or might be interpreted as such
- allow yourself to be drawn into inappropriate attention seeking behaviour such as crushes and tantrums
- let suspicion, disclosure or allegations of abuse go unrecorded or unreported
- show favouritism to any individual
- use your power unfairly as a leader to intimidate, threaten, coerce or undermine youngsters
- concentrate your caring duties on any individual young person or small group of youngsters
- show dislike of any individual and treat them unfairly
- make suggestive remarks or gestures
- encourage or respond to crushes
- discuss your own sexual relationships with, or in the presence of youngsters
- discuss a youngster’s sexual relationships in inappropriate settings or contexts
- rely on your good name to protect you
- believe “it could never happen to me”

### **Exercise of professional judgement**

This guidance cannot provide a complete checklist of what is, or is not, appropriate behaviour for leaders. There will be occasions and circumstances in which leaders have to make decisions or take action in the best interests of the young person which could contravene this guidance or where no guidance exists. Leaders are expected to make judgements about their behaviour in order to secure the best interests and welfare of the youngster in their charge and in so doing, will be seen to be acting reasonably.

This means that where no specific guidance exists leaders should;

- discuss the circumstances that informed their action with the senior leader. This will help to ensure that the safest practices are employed and reduce the risk of actions being misinterpreted
- always discuss any misunderstandings, worries, accidents or threats with the senior leader
- always record discussions and actions taken with their justifications.

### **Dress and appearance**

Leaders should wear clothing which

- promotes a positive and professional image
- is appropriate to their role and to the activities being carried out on the expedition
- is not likely to be viewed as offensive, revealing or sexually provocative
- does not distract, cause embarrassment or give rise to misunderstanding
- is absent of any political or otherwise contentious slogans

- is not considered to be discriminatory

### **Physical contact**

Leaders treat all youngsters as their own children. There are occasions when it is entirely appropriate and proper for leaders to have physical contact with youngsters, but it is crucial that they only do so in ways that are appropriate to their role as being in “loco parentis”.

A “no touch” approach is impractical for most leaders and may in certain circumstances be inappropriate. When physical contact is made with youngsters this should be in response to their needs at the time, of limited duration and appropriate given their age, stage of development, level of disability, gender, ethnicity and background.

There may be occasions when a distressed youngster needs comfort and reassurance. This may include appropriate physical contact. Leaders should remain self-aware at all times in order that their contact is not threatening, intrusive or subject to misinterpretation.

It is not possible to be specific about the appropriateness of each physical contact, since an action that is appropriate with one youngster in one set of circumstances may be inappropriate in another or with a different youngster. For example, it is acceptable to put your arm around a youngster who is distressed by way of comfort when there are others present but it would not be appropriate to do the same in a bedroom with no one else present. Leaders should therefore use their professional judgement at all times.

Physical contact should never be secretive, or for the gratification of the adult, or represent a misuse of authority. If a leader believes that an action could be misinterpreted, the incident and circumstances should be reported to the senior leader and recorded in the incident book.

Extra caution may be required where it is known that a youngster has suffered previous abuse or neglect. In the youngster’s view, physical contact might be associated with such experiences and lead to leaders being vulnerable to allegations of abuse. It is recognised that many such youngsters are extremely needy and seek inappropriate physical contact. In such circumstances leaders should deter the youngster sensitively by helping them to understand the importance of personal boundaries.

This means that leaders should:

- be aware that even well intentioned physical contact may be misconstrued by a youngster, an observer or by anyone to whom the action is described
- never touch a youngster in a way which may be considered indecent
- always be prepared to explain actions and accept that all physical contact should be open to scrutiny
- record situations that may give rise to concern

## *Recruitment of leaders, trustees and volunteers*

**In order that youngsters are protected and kept safe from harm, the trustees ensure that leaders are carefully selected, screened, trained and supervised.**

### **Recruitment and screening of leaders**

- Whenever possible vacancies will be advertised.
- A copy of JoLt's child protection policy and procedures should be sent out in recruitment packs.
- All applicants will be asked to provide full contact details of two professional referees and a full CV.
- All short-listed candidates will be interviewed by an experienced leader and a trustee. If possible former "Jolters" will be invited to help in the selection process.
- All leaders will have professional experience of dealing with and caring for young people.
- Prior to confirmation of an appointment references will be taken up in writing and each referee will also be contacted by telephone.
- Prior to confirmation of an appointment an enhanced CRB check will be carried out.

On most expeditions a former "JoLter" is invited back or applies to be an **assistant leader** for one expedition

- The potential assistant leader will be asked to provide full contact details of two referees (of which at least one must be professional) and a full CV.
- Prior to confirmation of an appointment references will be taken up in writing and each referee will also be contacted by telephone.
- Prior to confirmation of an appointment an enhanced CRB check will be carried out.

### **Induction and training of leaders**

All new leaders are required to attend an induction course and briefing sessions which will cover roles and responsibilities of leaders, JoLt's child protection policies, the ethos and philosophy of JoLt expeditions, discussion of the risk audit and analysis, health & safety, organisation and administration of the expeditions etc. Experienced JoLt leaders will also be expected to attend these training sessions for each expedition.

### **Supervision of leaders**

- All leaders will be supervised by the senior leader or deputy senior leader who will provide regular individual and collective feedback.
- Leaders will meet regularly during the expeditions to de-brief and receive collective feedback.
- The senior leader will give a verbal report on each leader to the trustees at the first trustees meeting after an expedition is completed. Training needs for the next JoLt expedition will be identified and training organised.
- If a leader's behaviour is causing concern and cannot be corrected, the senior leader has the authority to arrange for the leader to be sent back to the UK during the course of the expedition.

**Recruitment of trustees**

- A copy of JoLt's child protection policy and procedures will be given to all potential trustees.
- All potential trustees will be asked to provide a full CV.
- An enhanced CRB check will be carried out prior to the appointment being confirmed.

**Recruitment of interviewers and other volunteers**

- Interviewers and other volunteers who have not been screened as leaders or trustees will never be put in the position where they are in sole charge of one or more JoLt youngsters.
- All interviewers and volunteers will be well known to the trustees or the JoLt doctors and quite often would have been a former trustee or leader.

## APPENDIX A

### **Job Description for JoLt Expedition Leaders**

- **The leaders work as a team and are responsible for the welfare, safety and care of up to 24 disabled and disadvantaged youngsters for the duration of the month long expedition.**
- **All leaders are on duty all the time. If necessary 24 hours per day**
- **Leaders meet regularly to de-brief, discuss special problems etc**
- **The senior leader carries an incident book in which all incidents large or small must be recorded and the Senior Leader must be informed.**

#### **Responsibilities of leaders for the group**

- ◆ Leaders provide leadership to the group and lead by example.
- ◆ Leaders treat all youngsters as if they were their own youngsters. This is a parent/child relationship not a teacher/pupil relationship
- ◆ Leaders have to be constantly aware of risk and should advise the senior leader immediately of any concerns.
- ◆ Leaders are responsible for the safety of the group and ensuring that no one is left behind or heads off in the wrong direction.
- ◆ Leaders have to ensure that all youngsters who need help receive the required assistance from another youngster or one of the leaders.
- ◆ Leaders are expected to spend time talking to the youngsters, ensuring that no one is being left out or ignored.
- ◆ Leaders ensure that “cliques” do not form and that youngsters mix well with the whole group.
- ◆ Leaders are expected to look for and take special care of youngsters who are feeling depressed, unwell, homesick etc.
- ◆ Leaders deal with all disciplinary matters as and when they arise, asking for advice, assistance and support as and when required.
- ◆ Where appropriate leaders supervise games and other activities. Where specialists are on hand to run activities (for example canoeing, white water rafting, skiing), leaders assist the specialists following their instructions.
- ◆ Leaders are expected to deal with damaged wheelchairs and equipment, repairing punctures etc as and when necessary.
- ◆ Leaders are responsible for all the expedition equipment and group luggage.
- ◆ Leaders are responsible for passports, visas, all JoLt official documentation and emergency funds.

- ◆ Leaders are required from time to time to supervise the youngsters in, and assist with, preparing meals, washing up etc.
- ◆ Any other duties reasonably required by the Senior Leader, Deputy Senior Leader and Lead Leaders

### **Responsibilities of leaders for individuals**

- ◆ Leaders take turns in waking the youngsters up.
- ◆ Leaders help disabled youngsters to wash, toilet and dress in the mornings ensuring that they arrive for meals etc. in time.
- ◆ Under the supervision of the JoLt doctors, leaders supervise youngsters who have to take pills, inject insulin etc.
- ◆ Where appropriate, with training from the JoLt doctor and under the doctor's supervision leaders may be required to help change catheters or do manual evacuations or to clean smaller pressure sores or wounds.
- ◆ Every night, leaders assist with the toileting, bathing/ showering and undressing of youngsters who need assistance. Leaders should encourage youngsters to act as independently as possible and to undertake as much of their personal care as possible.
- ◆ Leaders ensure that youngsters who need help with washing clothes, packing bags etc receive the help they need.
- ◆ Leaders assist with putting youngsters who need assistance to bed.
- ◆ Leaders help with cutting up food and feeding youngsters who need this help and encouraging other youngsters to help.
- ◆ Leaders help youngsters who have difficulty in reading and/or writing to write postcards, send e-mails etc.
- ◆ Leaders provide emotional support to youngsters who want to talk on a confidential basis about their problems or experiences. It is not uncommon for youngsters to want to talk (sometimes for the first time ever outside the family) about incidents of abuse etc that they have experienced. The leader to whom any such disclosure is made in the first place provides the initial counselling and support. Leaders are required to report all such conversations to the senior leader. In order to ensure that the youngster concerned continues to receive appropriate support, that the leader concerned also receives emotional support and that the remaining leaders deal with the youngster concerned appropriately, the youngster's disclosures will be discussed (within the rules of strict confidentiality) at the earliest leaders meeting.

All leaders are expected to have a positive 'can do' approach



Journey of a Lifetime

## Child and Vulnerable Adults Protection Checks

For expedition leaders

<b>Check</b>	<b>Date, initial and any comments</b>
1. CV obtained and examined	
2. Any gaps in CV explained satisfactorily	
3. Interview	
4 Written reference from current employer obtained which is satisfactory to JoLt	
5. Written reference from second referee obtained which is satisfactory to JoLt	
6. First referee telephoned – satisfactory reference	
7 Second referee telephoned – satisfactory reference	
8 If possible reference obtained from someone not listed as a referee	
9. Enhanced CRB check form completed and submitted	
10 Enhanced CRB clearance obtained	



## **Child and Vulnerable Adults Protection Checks**

For trustees

<b>Check</b>	<b>Date, initial and any comments</b>
1. CV obtained and examined	
2. Any gaps in CV explained satisfactorily	
3. Interview/meeting with trustees	
4. Enhanced CRB check form completed and submitted	
5. Enhanced CRB clearance obtained	