

Code of Practice for Expedition Leaders

You must:

- treat everyone with respect
- set an example
- 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 young person)
- 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 young people
- provide access for young people to talk to others about any concerns they may have
- encourage young people 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 young people
- leave the door open if you have to go into a young person's bedroom in which there is only one young person unless you are there to assist the young person 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 or similar, and there is only one young person present who wants to talk confidentially or wants you to write postcards or similar, either move to an area where you are within sight of others or arrange to meet elsewhere or arrange another time
- if a young person 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 (Designated Safeguarding Lead). This would be recorded in the Incident Book.
- if a leader goes to a bedroom where there is one or more young person 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 young person may be infatuated with a leader

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 flirtatious behaviour 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 young people
- concentrate your caring duties on any individual young person or small group of young people
- 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, young people
- discuss a young person'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 on-going judgements about their behaviour to secure the best interests and welfare of the young person in their charge and, in so doing, will be seen to be acting reasonably, undertaking a dynamic, on the spot risk assessment as needed.

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

There are occasions when it is entirely appropriate for leaders to have physical contact with young people, but it is crucial that they only do so in ways that are appropriate to your role as a leader. A "no touch" approach is impractical for leaders and in certain circumstances can be inappropriate or dangerous. When physical contact is made with young people 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 young person 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 action that is appropriate with one young person in one set of circumstances may be inappropriate in another or with a different young person. For example, it is acceptable to put your arm around a young person who is distressed by way of comfort when there are others present, but it would be inappropriate to do the same in a bedroom with no one else present. Leaders should therefore use their professional judgement at all times.

Physical contact can 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 young person has suffered previous abuse or neglect. In the young person's view, physical contact might be associated with such experiences and lead to leaders being vulnerable to allegations of abuse. It is possible that many such young people are extremely needy and seek inappropriate physical contact. In such circumstances leaders should deter the young person sensitively by helping them to understand the importance of personal boundaries.

This means that leaders should:

- keep everything public. A hug within a group context is very different from one behind closed doors.
- be aware of the young person's specific needs both emotional and physical
- physical contact should be related to the young person's needs not the leader's
- contact should be age-appropriate and generally initiated by the young person rather than the leader
- be aware that even well-intentioned physical contact may be misconstrued by a young person, an observer or by anyone to whom the action is described
- never touch a young person 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.
- if a leader is unsure about whether the actions of another leader or young person constitutes a concern, they should raise this with the Designated Person for Safeguarding.
- leaders should monitor one another in the area of physical contact. They should help each other by constructively challenging anything which could be misunderstood or misconstrued.

Recruitment of leaders, trustees, volunteers

In order that young people 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 is 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 DBS check will be carried out. On some 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 DBS check will be carried out. Additional checks will be carried out prior to the trip departing using the DBS update service.

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, organization on and administration of the expeditions and so on. 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 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 organized.
- If a leader's behaviour is causing concern and cannot be corrected through training, supervision and peer mentoring, the Senior Leader has the authority to arrange for the leader to be sent back to the UK during the expedition.

Recruitment of Trustees

- A copy of Jolt's child protection policy and procedures will be given to potential Trustees.
- All potential Trustees will be asked to provide full contact details of two professional referees and a full CV
- An enhanced DBS check will be carried out prior to the appointment being confirmed
- Prior to confirmation of an appointment, references will be taken up.

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 young people
- 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 young people for the duration of the month-long expedition
- Leaders are deemed to be in a 'position of trust'. 'Position of trust' is a legal term that refers to certain roles and settings where an adult has regular and direct contact with children. Examples of positions of trust include teachers and care workers. Legislation in 2022 has extended this to sports clubs and religious organisations. Journey of a Lifetime considers it best practice for this to apply to the role of volunteer leader.
- All leaders are on duty all the time, if necessary 24 hours per day
- Leaders meet regularly to de-brief, discuss special problems and so on
- 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 must be constantly aware of risk and should advise the Senior Leader immediately of any concerns. Leaders dynamically risk assess and are always thinking of the best outcomes for the young people
- 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 young people who need help receive the required assistance from another young person or one of the leaders. Leaders should always seek the consent of the young person and do it in a way that is open and transparent such "I am going to put my hand under your arm and on your back and lift you after 3...1,2,3".
- Leaders are expected to spend time talking to the young people, ensuring that no one is being left out or ignored
- Leaders ensure that "cliques" do not form and that young people mix well with the whole group
- Leaders are expected to look for and take special care of young people who are feeling depressed, unwell, homesick and so on
- 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. when necessary
- Leaders are responsible for all 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 young people in, and assist with, preparing meals, washing up and so on
- 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 young people up, generally by knocking on the door of their room or tent. If the leader needs to enter the room the door should be left open
- Leaders help disabled young people to wash, toilet and dress in the mornings ensuring that they arrive for meals on time
- Under the supervision of the JoLt doctors, leaders supervise young people who take pills, inject insulin etc. in line with the signed care plans of each young person
- 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 young people who need assistance; leaders should encourage young people to act as independently as possible and to undertake as much of their personal care as possible

- Leaders ensure that young people who need help with washing clothes, packing bags and so on receive the help they need
- Leaders assist with putting young people who need assistance to bed in line with their care plans
- Leaders help with cutting up food and feeding young people who need this help and encouraging other young people to help
- Leaders help young people who have difficulty in reading and/or writing to write postcards, send e-mails
- Leaders provide emotional support to young people who want to talk on a confidential basis about their problems or experiences. It is not uncommon for young people to want to talk (sometimes for the first time ever outside the family) about incidents of abuse and so on 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 (Designated Safeguarding Lead) In order to ensure that the young person concerned continues to receive appropriate support, that the leader concerned also receives emotional support and that the remaining leaders deal with the young person concerned appropriately, the young person'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' attitude

October 2023

Child and vulnerable adults' protection checks

For expedition leaders:

CV obtained and examined

Any gaps in CV explained satisfactorily

Interview

Written reference from current employer obtained which is satisfactory to JoLt

Written reference from second referee obtained which is satisfactory to JoLt

First referee telephoned – satisfactory reference

Second referee telephoned – satisfactory reference

If possible reference obtained from someone not listed as a referee

Enhanced DBS check form completed and submitted

Enhanced DBS clearance obtained

For Trustees:

CV obtained and examined

Any gaps in CV explained satisfactorily

Interview

Reference from first referee obtained which is satisfactory to JoLt

Reference from second referee obtained which is satisfactory to JoLt

Enhanced DBS check form completed and submitted

Enhanced DBS clearance obtained

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