

Expedition Policies and Procedures

Introduction

This policy covers all those who apply to join or who come on a "Journey of a Lifetime" organised by the Journey of a Lifetime (JoLt) Trust whether they are legally children or adults. Throughout this document, the term 'Young People' will be used to encompass children and young adults who are involved with JoLt. Our highest priority is the safety and wellbeing of all those taking part and we work to create an ethos in which all young people feel secure and listened to.

Safeguarding Policy and Procedures

Introduction and purpose

This policy applies to all staff and volunteers of the Journey of a Lifetime Trust, including Trustees, volunteer leaders, other volunteers, paid staff, agency staff or anyone working on behalf of the Trust.

The purpose of this policy is:

- to protect children and young people that use our services
- to provide staff and volunteers with the overarching principles that guide our approach to safeguarding.

The policy is published on the charity's website and given in hard copy to all participants of a JoLt trip. Copies are also provided to the parents, legal guardians and any statutory body involved in the care of the young people including social workers. This policy can be made available in large print, or another accessible format as required.

Trustees undertake a review of all safeguarding, child protection and related policies annually. They evaluate the efficiency with which these policies and procedures operate and record the matters in the Minutes. All those involved with JoLt are aware that safeguarding and promoting the welfare of children is everyone's responsibility.

Statutory Framework

This policy has been drawn up on the basis of law and guidance that seeks to protect children and young people, namely:

- Children Act 1989
- United Convention of the Rights of the Child 1991
- Data Protection Act 1998
- Sexual Offences Act 2003
- Children Act 2004

- Protection of Freedom Act 2012
- Prevent Duty Guidance: for England and Wales 2015
- Working Together to Safeguard Children July 2018
- Keeping Children Safe in Education 2023
- Relevant government guidance on safeguarding

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, everyone should make sure their approach is child centred. This means that they should consider, at all times, what is in the best interests of the child.

1. No single person can have a full picture of a child's needs and circumstances. If children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information, and taking prompt action.
2. Safeguarding and promoting the welfare of children is defined in Keeping Children safe in Education 2023 as:
 1. Protecting children from maltreatment
 2. Preventing impairment of children's mental and physical health or development
 3. Ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
 4. Taking action to enable all children to have the best outcomes.
3. Staff and volunteers are made aware of signs of abuse and know to whom they should report any concerns or suspicions.
4. Every new member of staff or volunteer receives training on their responsibilities in being alert to the signs of abuse and bullying as well as procedures for recording and referral.
5. Designated staff or volunteers have responsibility for co-ordinating action and for liaising with other agencies.
6. ALL staff, trustees and volunteer leaders must read and understand Part 1 and Annex A of KCSIE - Keeping Children Safe in Education' September 2023.

Child protection policy:

It is the policy of JoLt to safeguard the welfare of all by protecting them from physical, sexual, and emotional harm, and to provide a safe and supportive environment that secures the well-being and best outcomes for young people participating in a "journey of a lifetime".

Accordingly, JoLt is committed to the following principles:

- the welfare of the young person is paramount
- all young people without exception have the right to protection from abuse

- some young people are additionally vulnerable because of the impact of previous experiences, their level of dependency, their communication needs or other issues; disabled children can face an increased risk of abuse or neglect.
- all suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- 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
- adopting child protection practices through procedures and a code of conduct for staff and volunteers
- working in partnership with young people, their parents, carers and other agencies is essential in promoting young people's welfare
- sharing concerns with agencies who need to know, and involving parents and young people as appropriate
- 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 among 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 using the appropriate and available checks
- how to respond properly to suspicions and allegations
- how to ensure confidentiality
- 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 Designated Safeguarding Lead and takes specific responsibility for child protection matters. 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 young person 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

- keeping secure records of individual cases.

1.2 Every leader or trustee needs to be thoroughly familiar with the ways in which young people 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 young person 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 young people 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 young people or vulnerable adults.

2.2 The following definitions are taken from Keeping Children Safe in Education 2023, but leaders, trustees and other volunteers should always be vigilant to any sign of distress in a young person:

Abuse: a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or by another child or children.

a.) **Physical abuse:** a form of abuse which 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 fabricates the symptoms of, or deliberately induces, illness in a child.

b.) **Emotional abuse:** the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning or preventing the child from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

c.) Sexual abuse: involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing, and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. The sexual abuse of children by other children is a specific safeguarding issue and **all** staff and volunteers should be aware of it and of their policy and procedures for dealing with it.

d.) Neglect: the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy, for example, as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing, and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate caregivers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

2.3 Specific Safeguarding Issues: staff members and volunteers need to be aware of additional specific safeguarding issues and be alert to any risks. These include the following:

- Peer on peer/ child on child abuse. It is essential that **all** staff and volunteers understand the importance of challenging inappropriate behaviours between young people, many of which are listed below, that are abusive in nature. Downplaying certain behaviours, for example dismissing sexual harassment as "just banter", "just having a laugh", "part of growing up" or "boys being boys" can lead to a culture of unacceptable behaviours, an unsafe environment for children and in worst case scenarios a culture that normalises abuse leading to children accepting it as normal and not coming forward to report it.

Peer-on-peer abuse is most likely to include, but may not be limited to:

- bullying (including cyberbullying, prejudice-based and discriminatory bullying)
- abuse in intimate personal relationships between children (sometimes known as 'teenage relationship abuse')
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm (this may include an online element which facilitates, threatens and/or encourages physical abuse)
- sexual violence, such as rape, assault by penetration and sexual assault; (this may include an online element which facilitates, threatens and/or encourages sexual violence) sexual harassment, such as sexual comments, remarks, jokes, and online sexual harassment, which may be standalone or part of a broader pattern of abuse
- causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party

- consensual and non-consensual sharing of nude and semi-nude images and/or videos (also known as sexting or youth produced sexual imagery)
- upskirting, which typically involves taking a picture under a person's clothing without their permission, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress, or alarm, and
- initiation/hazing type violence and rituals (this could include activities involving harassment, abuse or humiliation used as a way of initiating a person into a group and may also include an online element).

• Radicalisation. The aim of the Government Prevent strategy is to stop people from becoming terrorists or supporting terrorism. There is no single profile of a radicalised person, nor is there a single pathway or 'conveyor belt' to being radicalised. There are many factors which can, either alone or combined, lead someone to subscribe to terrorist or terrorism-supporting ideology. These factors often include exposure to radicalising influences, real and perceived grievances – often created or exacerbated through grievance narratives espoused by extremists – and a person's own susceptibility. The process will vary, but when a concern is identified, the notice, check, share procedure should be applied as outlined in the Prevent duty GOV.UK awareness course.

• Child Criminal Exploitation (CCE) Some specific forms of CCE can include children being forced or manipulated into transporting drugs or money through county lines, working in cannabis factories, shoplifting, or pickpocketing. They can also be forced or manipulated into committing vehicle crime or threatening/committing serious violence to others. Children can become trapped by this type of exploitation, as perpetrators can threaten victims (and their families) with violence or entrap and coerce them into debt. They may be coerced into carrying weapons such as knives or begin to carry a knife for a sense of protection from harm from others. As children involved in criminal exploitation often commit crimes themselves, their vulnerability as victims is not always recognised by adults and professionals, (particularly older children), and they are not treated as victims despite the harm they have experienced. They may still have been criminally exploited even if the activity appears to be something they have agreed or consented to.

It is important to note that the experience of girls who are criminally exploited can be very different to that of boys. The indicators may not be the same, however professionals should be aware that girls are at risk of criminal exploitation too. It is also important to note that both boys and girls being criminally exploited may be at higher risk of sexual exploitation.

• Child Sexual Exploitation CSE is a form of child sexual abuse. Sexual abuse may involve physical contact, including assault by penetration (for example, rape or oral sex) or nonpenetrative acts such as masturbation, kissing, rubbing, and touching outside clothing. It may include non-contact activities, such as involving children in the production of sexual images, forcing children to look at sexual images or watch sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse including via the internet.

CSE can occur over time or be a one-off occurrence and may happen without the child's immediate knowledge for example through others sharing videos or images of them on social media. CSE can affect any child who has been coerced into engaging in sexual activities. This includes 16- and 17-year-olds who can legally consent to have sex. Some

children do not realise they are being exploited and they believe they are in a genuine romantic relationship.

- So-called 'honour'-based abuse (including Female Genital Mutilation and Forced Marriage). So-called 'honour'-based abuse (HBA) encompasses incidents or crimes which have been committed to protect or defend the honour of the family and/or the community, including female genital mutilation (FGM), forced marriage, and practices such as breast ironing. Abuse committed in the context of preserving 'honour' often involves a wider network of family or community pressure and can include multiple perpetrators. It is important to be aware of this dynamic and additional risk factors when deciding what form of safeguarding action to take. All forms of HBA are abuse (regardless of the motivation) and should be handled and escalated as such. Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a child being at risk of HBA, or already having suffered HBA.

All staff and volunteers should speak to the Designated Safeguarding Lead (or a deputy) with regard to any concerns about female genital mutilation (FGM) If any staff or volunteer discovers that an act of FGM appears to have been carried out on a girl under the age of 18, this **must be** reported this to the police.

2.4 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 that are not normally exposed to falls, rough games and so on
- Injuries that have not received medical attention
- Neglect – under-nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care and so on
- Reluctance to change for, or participate in, games or swimming
- Repeated urinary infections or unexplained stomach pains
- Bruises, burns, bites, fractures and so on, that 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 young person 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 young person concerning sexual abuse

- Young person 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
- Young person 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
- Reluctance to take part in certain activities, e.g., swimming
- 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 young people have basic human rights. Differences in a young person's rearing do not justify Child Abuse.

2.5 Abuse to be reported includes abuse of a young person by a leader or other adult, abuse at home, which a young person reports to leaders, abuse by a stranger on JoLt or elsewhere, and abuse of one young person by another.

2.6 All leaders and other volunteers should be aware of the need to report allegations of child abuse to the Senior Leader (Designated Safeguarding Lead) or Safeguarding Trustee responsible for Child Protection (Chair of Trustees)

3. Procedures and Actions

3.1 Any leader or trustee who is told of any incident or who has strong suspicion of abuse occurring on JoLt, or to a young person 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 (Designated Safeguarding Lead).

In the absence of the Designated Safeguarding Lead, the immediate report should be made to the Deputy Senior Leader (Deputy Designated Safeguarding Lead) or the Chair of Trustees (Safeguarding Trustee). If the allegation or suspicion is about the Senior Leader or Chair of Trustees, the report should be made to the Deputy Senior Leader (Deputy Designated Safeguarding Lead or an appointed Trustee.

If there is a risk of immediate serious harm to a child a referral should be made to Children's Social Care immediately. Anybody can make this referral. Staff and volunteers should refer children directly to Children's Social Care if it is an emergency, or they feel that appropriate action is not being taken.

The Designated Safeguarding Lead will make all decisions on further action, in consultation with the Chair of Trustees (Safeguarding Trustee) and professional bodies (Social Care, Police) as necessary. Decisions over borderline cases will be made after discussion with the Local Authority Designated Officer from the borough in which the child resides. The Safeguarding Trustee will be kept informed of all referrals.

3.2 Actions of Designated Safeguarding Lead. If the Senior Leader (DSL) receives an allegation of abuse, they will:

(a) Take any steps needed to protect any young person involved from risk of immediate harm. This may involve allocating an appropriate leader, as far as possible a person chosen by the young person themselves to stay with them.

(b) Not interview or investigate the allegation further, but writing verbatim where possible, even if this includes swear words, note when pauses happen and do not finish a young person's sentence, preferably using the TED (Tell, Explain, Describe) method of open questioning and seek advice at the earliest possible opportunity (usually as soon as the group returns to the UK or earlier if the situation requires immediate notification) from the Harrow Child Protection Team or the relevant Child Protection Team from the Local Authority where the young person lives.

(c) The Designated Safeguarding Lead or the Deputy Safeguarding Lead 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) They will complete the relevant forms and information requested by the authorities and send to Social Services at the earliest possible opportunity.

If the Police are involved on the journey itself, the Designated Safeguarding Lead will ensure that any young person being interviewed by the Police has available a supportive leader of their own choice to accompany them if this becomes necessary.

What happens

If you suspect a young person is being abused emotionally, verbally, physically, or sexually.

Never tell a young person you will keep a secret they told you.

1. Tell the Senior Leader (Designated Safeguarding Lead) immediately or 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 young person has access to a leader that they would be able to talk to if they wished
4. Ensure that no situation arises which could cause any further immediate concern

If a young person discloses to you abuse that has occurred on the expedition by someone else

Never tell a young person you will keep a secret they told you

1. Allow the young person to speak without interruption, accepting what is said and writing verbatim where possible, even if this includes swear words, note when pauses happen and do not finish a young person's sentence
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 to a person who can help
4. Same steps as 1-4 as in suspecting a child is being abused

If a young person discloses to you abuse that occurred prior to the expedition.

Never tell a young person you will keep a secret they told you

1. Allow the young person 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 Senior Leader
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 young person 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 (Deputy Safeguarding Lead) 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 that could cause further compromise.

You must refer; you must not investigate

As the Designated Safeguarding Lead, 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, 020 8901 2690 or the Children's Services team from the relevant Local Authority in which the young person lives.** On expedition the group carries a satellite phone, and the Designated Safeguarding Lead may be able to contact the relevant authorities directly. The Chair of Trustees (Safeguarding Trustee) also has relevant contact details for each young person and will be able to contact the relevant Local Authority on behalf of the Designated Safeguarding Lead if necessary.

If a trustee receives an allegation about any adult or young person

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 (Safeguarding Trustee) immediately. If the allegation involves the Chair of Trustees, tell an appointed trustee immediately.

You must refer; you must not investigate