

“SAFEGUARDING IS EVERYONE’S RESPONSIBILITY”

KEY CONTACTS

Internal DCHC Contacts

- **Centre Manager / Designated Safeguarding Officer (DSO):** *Ali Byerley* – centremanager@dchc.org.uk 07793 159068 (on call 24/7 when children are resident)
- **Chief Executive Officer (DDSO):** *Janine Holmes* ceo@dchc.org.uk 07961236833 or 01332 345424
- **Lead Trustee for Safeguarding:** *Juliette Whitby* JWhitby@dchc.org.uk
- **Chair of Trustees:** *Mike Copestake* chairman@dchc.org.uk

Emergency

- Police / Ambulance (immediate danger): **999**
- Police (non-emergency): **101**

Local Authority Designated Officers (LADO)

(For allegations or concerns about adults working with children)

- **Derby City Council – LADO**
Telephone: **01332 641172**
Email: lado@derby.gov.uk
- **Derbyshire County Council – LADO**
Telephone: **01629 532161**
Email: startingpoint@derbyshire.gov.uk
- **Lincolnshire County Council – LADO**
Telephone: 01522 554674
Email: LSCP_LADO@lincolnshire.gov.uk.

Children’s Social Care

- **Derby City Council – Children’s Social Care**
Telephone: **01332 641172**
Out of hours: **01332 956606**

Derbyshire Children's Holiday Centre (DCHC)

Safeguarding Policy



- **Derbyshire County Council – Children's Services**
Telephone: **01629 533190**
Out of hours: **01629 532600**

KEY POLICY INFORMATION

1. Introduction

1.1 Derbyshire Children's Holiday Centre (DCHC) is a Derbyshire-based charity, founded in 1891, providing holidays, opportunities and experiences for disadvantaged children living in Derbyshire. Our work is rooted in care, inclusion and aspiration, helping children to flourish and create positive, lasting memories.

1.2 Safeguarding is central to everything we do. DCHC recognises its responsibility to keep children and others safe from harm arising from contact with our charity, whether through residential holidays, day activities, school partnerships, volunteering or events.

1.3 **Safeguarding is everyone's responsibility.** All trustees, staff, volunteers and partners have a duty to protect children from harm and to act on concerns.

1.4 DCHC works as part of a wider safeguarding system and cooperates with local safeguarding partners, schools and statutory agencies to promote children's welfare.

2. Purpose

2.1 This policy aims to:

- provide clear information about DCHC's safeguarding arrangements;
- demonstrate our commitment to safeguarding children;
- promote a culture where abuse, neglect and misconduct are not tolerated;
- ensure concerns can be raised safely and acted upon; and
- protect children from maltreatment and harm.

2.2 This policy applies to all safeguarding duties relating to children (anyone under 18) who come into contact with DCHC.

3. Definitions

3.1 Safeguarding means protecting people's health, wellbeing and human rights, enabling them to live free from harm, abuse or neglect.

3.2 For the purposes of this policy, safeguarding includes:

- protecting people from harm arising from contact with DCHC;



- protecting children from maltreatment;
- preventing impairment of children's health or development;
- ensuring safe and effective care; and
- taking action to enable the best outcomes for children.

3.3 **Children:** anyone under the age of 18.

3.4 **Staff:** anyone employed by DCHC.

3.5 **Volunteers:** anyone volunteering for or on behalf of DCHC.

3.6 **Partners:** schools, activity providers, transport providers, uniformed groups, contractors or other organisations working with DCHC.

3.8 **Designated Safeguarding Officer (DSO):** The named person responsible for leading safeguarding within the organisation, receiving and responding to safeguarding concerns, and ensuring that appropriate action is taken to protect children and young people.

4. Scope

4.1 This policy applies to all trustees, staff, volunteers and partners working for or on behalf of DCHC, whether paid or unpaid.

4.2 It applies to all DCHC activities, with particular emphasis on **centre-based residential provision** delivered at the Derbyshire Children's Holiday Centre in Skegness. This includes:

- school residential visits;
- volunteer-supported holiday care teams;
- overnight and weekend use of the Centre by organised groups; and
- associated travel, activities and off-site visits.

4.3 Safeguarding responsibilities extend to all times when children are in DCHC's care, including overnight stays, mealtimes, personal care routines, free time, structured activities and transport.

4.4 Where partners or visiting groups operate under their own safeguarding policies, DCHC will agree clear safeguarding roles and responsibilities in advance, including supervision, reporting lines and emergency procedures. As part of our terms and conditions, visiting groups must make their Safeguarding policies and procedures available in advance. In addition, a letter of assurance will be sought to assure that all adults visiting the centre will be appropriately checked (Appendix E).

4.5 This policy is publicly available via the DCHC website.

5. Guidance and Legislation

DCHC complies with all relevant safeguarding legislation and guidance, including:

- *Working Together to Safeguard Children*;
- *Keeping Children Safe in Education*;
- Charity Commission guidance on safeguarding; and
- relevant local safeguarding children partnership procedures.

This policy should be read alongside

- the DCHC Code of Conduct (See section 13 below);
 - DCHC's Complaints Policy (Approved 07/08/2025);
 - Whistleblowing Policy (Approved 02/04/2026);
 - Recruitment Policy (Approved 03/04/2025);
 - GDPR Policy (Approved 07/08/2025)
 - Volunteer Policy (Approved 07/07/2024);
 - Recruitment Policy (Approved 03/04/2025);
 - Document, Record and Retention Policy (Approved 02/04/2024).
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6. Safeguarding Principles

DCHC is committed to the following principles:

- all children have the right to be protected from harm;
 - safeguarding is everyone's responsibility;
 - all children have the right to safe and effective care;
 - zero tolerance of abuse, bullying, harassment or exploitation; and
 - working in partnership with children, families and other agencies.
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7. Roles and Responsibilities

7.1 Trustees

7.1.1 The Board of Trustees holds strategic leadership responsibility for safeguarding arrangements and ensuring the centre complies with safeguarding duties under legislation.



7.1.2 A trustee is appointed as Lead Trustee for Safeguarding to provide focused oversight; however, safeguarding is a collective trustee responsibility.

7.1.3 Trustees will ensure:

- safeguarding is embedded within governance and residential operations;
- the Centre environment is safe, suitable and appropriately maintained;
- staffing and volunteer ratios are safe and appropriate for residential care;
- overnight supervision arrangements are robust;
- safer recruitment practices are applied to all roles;
- risks are identified, recorded and reviewed;
- offering supervision to the CEO;
- safeguarding is a standing agenda item at trustee meetings.

7.2 Chief Executive Officer (CEO)

The CEO is responsible for ensuring that safeguarding arrangements are effective across all **centre-based residential provision**, including:

- ensuring staff and volunteers are suitable for residential work;
- overseeing safer recruitment and DBS processes;
- ensuring appropriate induction and ongoing training for residential roles;
- managing safeguarding concerns and allegations;
- provide supervision for the DSO;
- ensuring safeguarding matters are reported to trustees.

7.3 Designated Safeguarding Officer (DSO)

The DSO is responsible for:

- acting as the main point of contact for safeguarding within the Centre;
- providing advice and guidance to staff and volunteers on residential safeguarding issues;
- managing and recording safeguarding concerns;
- making referrals to children's social care, the LADO or police where required;
- liaising with schools and other agencies as necessary.

The Centre Manager is a trained Designated Safeguarding Officer and is on call 24/7 whenever children are resident at the Centre, although not necessarily on site.

7.4 Staff and Volunteers (Residential Context)

All staff and volunteers working within the Centre, including volunteers who stay overnight on site, must:



- adhere to the DCHC Code of Conduct;
- understand their duty of care within a residential setting;
- follow agreed supervision, rooming and overnight sleeping arrangements;
- adhere to the **minimum overnight supervision ratio of 1 adult to 7 children (1:7)**, with **no fewer than two adults on site overnight at any time**, regardless of group size; however, where the group includes children with additional needs, these ratios will be risk assessed and adjusted.
- maintain professional boundaries at all times;
- never be alone with a child unless this is planned, risk assessed and authorised;
- report concerns immediately in line with this policy;
- participate in safeguarding training relevant to residential care.

7.5 Partners and Visiting Groups

Partners and visiting groups using the Centre are required to:

- provide evidence of appropriate safeguarding policies;
- clearly identify their Designated Safeguarding Lead;
- comply with DCHC safeguarding expectations while on site;
- cooperate fully with DCHC in the event of a safeguarding concern.

8. Training

8.1 DCHC is committed to ensuring that safeguarding training reflects the specific risks and responsibilities of **centre-based residential provision**.

8.2 All trustees, staff and volunteers will receive safeguarding training appropriate to their role, including training specific to residential environments, overnight supervision and maintaining professional boundaries.

Both Centre Manager (DSO) and CEO (DDSO) will receive annual designated safeguarding leader training. Full DSL training is required every two years, with an annual refresher the following year.

The CEO will receive safer recruitment training every 3 years.

New Volunteers and Trustees should receive at least Level 1 safeguarding training as part of their induction process. All adults will receive refresher training annually which can be online.

8.3 Residential staff and volunteers will receive additional guidance outlined in the Code of Conduct (Section 13) covering:

- safeguarding in overnight and out-of-hours contexts;
- managing disclosures away from home (see Appendix F - Advice on handling conversations);
- maintaining appropriate boundaries in residential settings;
- responding to distress, homesickness or behavioural incidents;
- whistleblowing and escalation procedures.

8.4 Safeguarding is a standing agenda item at trustee meetings and included in CEO reports.

9. Reporting Safeguarding Concerns

Residential Safeguarding Flow (Quick Reference)

Concern noticed or disclosure made

↓ Is the child in immediate danger?

- **YES** → Call **999** immediately and inform the senior staff member on duty.
- **NO** → Continue below.

↓ **Report immediately** to the **Designated Safeguarding Officer (DSO)** or, if unavailable, the **most senior staff member on duty**.

↓ **Record the concern** as soon as possible, using factual language and the child's own words where appropriate.

↓ **DSO decision-making**

The DSO will:

- assess the level of risk;
- decide whether the concern meets the threshold for external referral;
- consult with children's social care or the LADO where required.

↓ **External referral (if required)**

- Children's Social Care (based on the child's home local authority);
- Local Authority Designated Officer (LADO) for concerns about adults;



- Police, where a criminal offence may have occurred.

↓ Ongoing support and monitoring

- appropriate action taken to safeguard the child;
- information shared on a need-to-know basis;
- secure records maintained.

10. Allegations Against Adults Working in a Residential Setting

10.1 Any allegation or concern relating to the conduct of an adult working for or on behalf of DCHC within the residential Centre must be reported immediately to the CEO or DSO.

10.2 Allegations involving the CEO must be reported to the Chair of Trustees.

10.3 Where allegations relate to behaviour in a residential or overnight context, additional consideration will be given to immediate risk management, including changes to duties, supervision or removal from residential work pending investigation.

10.4 Referrals will be made to the Local Authority Designated Officer (LADO) where required.

10.5 **Low-Level Concerns** - Where a concern about an adult's behaviour does not meet the threshold for a safeguarding allegation but is inconsistent with the organisation's Code of Conduct, it will be managed as a **low-level concern**.

Low-level concerns should be reported to the **Designated Safeguarding Officer (DSO)** or CEO as soon as possible. Concerns may arise from behaviour that appears inappropriate, overly familiar, breaches professional boundaries, or could be misinterpreted by a child or other adult.

All low-level concerns will be recorded in the organisation's **Low-Level Concerns Log** (Appendix G) and reviewed by the DSO to identify patterns of behaviour or potential safeguarding risks. Appropriate action may include discussion with the individual concerned, clarification of expectations, additional training, increased supervision, or changes to duties where necessary.

Where patterns of behaviour emerge, or further concerns arise, the matter may be escalated and managed under the organisation's **formal safeguarding or**



disciplinary procedures, including referral to the **Local Authority Designated Officer (LADO)** where appropriate.

Derbyshire Children's Holiday Centre promotes a culture where staff, volunteers and trustees feel confident to share concerns, recognising that early reporting supports safe practice and helps protect children and young people.

10.6 Risk Management and Interim Measures

Where an allegation or safeguarding concern is made about an adult working for or on behalf of Derbyshire Children's Holiday Centre, the organisation will consider appropriate **interim risk management measures** to ensure the safety and wellbeing of children while enquiries are undertaken.

This may include:

- Increased supervision of the individual
- Temporary changes to duties or responsibilities
- Removal from residential or direct work with children
- Temporary suspension where appropriate

Any action taken will be **proportionate, neutral, and not a presumption of guilt**, and will be guided by safeguarding advice from relevant agencies, including the **Local Authority Designated Officer (LADO)** where involved.

The primary consideration will always be the **safety and protection of children and young people**.

10.7 Whistleblowing and Duty to Report Concerns

All staff, volunteers and trustees have a responsibility to raise concerns about the conduct or behaviour of adults working with children.

Where individuals feel unable to report concerns through normal safeguarding procedures, they may do so through the organisation's **Whistleblowing Policy**.

No member of staff or volunteer will suffer disadvantage or reprisal for raising a genuine safeguarding concern in good faith.

Concerns may also be raised directly with external agencies where necessary, including the **Local Authority Safeguarding Team**, the **Local Authority Designated Officer (LADO)**, or the Charity Commission for England and Wales where appropriate.



Derbyshire Children's Holiday Centre is committed to maintaining a **culture of openness, accountability and safeguarding vigilance** where concerns are taken seriously and addressed promptly.

11. Record Keeping and Information Sharing

11.1 All safeguarding records are managed in line with the Data Protection Act 2018 and GDPR and in accordance with the DCHC Document, Records and Retention Policy.

Safeguarding records will normally be retained until the child reaches the age of 25. Where records relate to allegations of serious harm or sexual abuse, DCHC may retain records for significantly longer periods (potentially up to 75 years) in line with national safeguarding recommendations and to support any future safeguarding or legal processes.

11.2 Safeguarding records will be stored securely at the Centre in Skegness and access restricted to authorised personnel.

11.3 Derbyshire Children's Holiday Centre will be proactive in sharing information where this supports the safeguarding of children, while ensuring confidentiality is respected and information is shared appropriately and securely. (See Appendix H - The 7 Golden Rules of Information Sharing)

11.4 Key safeguarding contacts include:

- **Derby City Council – Local Authority Designated Officer (LADO)** (for children ordinarily resident in Derby City);
- **Derbyshire County Council – Local Authority Designated Officer (LADO)** (for children ordinarily resident in Derbyshire);
- relevant children's social care teams based on the child's home address.

Contact details for safeguarding partners will be kept up to date and made available to staff and volunteers.

12. Residential Safeguarding in Practice

12.1 DCHC recognises that residential environments present specific safeguarding risks and responsibilities, particularly where volunteers stay overnight as part of holiday care teams.



12.2 Staff and volunteers must:

- adhere to the DCHC Code of Conduct;
- maintain clear professional boundaries at all times;
- follow agreed rooming, bathroom and overnight supervision arrangements;
- ensure volunteers and staff sleep in designated areas and never share sleeping accommodation with children;
- adhere to the minimum overnight supervision ratio of **1:7**, with a **minimum of two staff/volunteers on site overnight at all times**, even where numbers would otherwise permit a single adult;
- avoid unnecessary physical contact and ensure any contact is appropriate, proportionate and in the child's best interests;
- never enter a child's bedroom or bathroom alone unless this is planned, risk assessed and authorised;
- ensure night-time checks are conducted in line with agreed procedures;
- challenge and report unsafe practice.

12.3 Children will be supported to understand who they can talk to if they feel unsafe or worried during their stay.

13. DCHC Code of Conduct

All staff, volunteers and adults supporting residential provision at Derbyshire Children's Holiday Centre must uphold the highest standards of behaviour and professional conduct when working with children.

Safeguarding and Duty of Care

All adults must:

- put the safety and wellbeing of children first at all times;
- understand and uphold their duty of care within a residential setting;
- adhere to the DCHC Code of Conduct and comply with all DCHC policies and procedures;
- follow instructions and guidance from the Centre Manager and senior staff;
- report any safeguarding concerns immediately in line with this policy;
- challenge and report unsafe or inappropriate behaviour.

Professional Boundaries

All adults must:



- maintain clear professional boundaries with children at all times;
- avoid being alone with a child unless this is planned, risk assessed and authorised;
- never share bedrooms, beds or bathroom facilities with children;
- follow agreed rooming, supervision and overnight arrangements;
- ensure that interactions with children are transparent, appropriate and professional;
- not exchange personal contact details with children;
- not communicate with children through personal social media or private messaging accounts.

Supervision and Residential Practice

All adults must:

- follow agreed supervision arrangements for activities and residential routines;
- adhere to the minimum overnight supervision ratio of 1 adult to 7 children (1:7);
- ensure that at least two adults are on site overnight at all times, regardless of group size;
- recognise that where children have additional needs, supervision ratios may be risk assessed and adjusted accordingly;
- follow agreed room allocations and overnight supervision arrangements.

Night-time Support

Children may wake during the night due to homesickness, illness or anxiety.

All adults must:

- respond calmly and sensitively to children requiring support;
- ensure that support is provided in a safe and observable way;
- involve more than one adult if extended support is required;
- record any significant incidents, illness or safeguarding concerns.

Behaviour Management and Positive Practice

All adults must:

- promote positive behaviour and respectful relationships;
- manage behaviour using calm, supportive and proportionate approaches;
- never use physical punishment, intimidation, humiliation or degrading treatment;



- seek support from senior staff where behaviour becomes challenging or difficult to manage.

Appropriate Comfort and Physical Contact

Children may sometimes seek reassurance or comfort during their stay.

All adults must ensure that:

- any physical contact with children is appropriate, necessary and in the child's best interests;
- comfort (such as a brief hug or reassurance) is led by the child and on the child's terms;
- physical contact is age-appropriate, open and observable, and never secretive;
- advice is sought from the Centre Manager or senior staff if there is any uncertainty about appropriate responses.

Respectful Conduct and Communication

All adults must:

- treat children with dignity, respect and fairness;
- avoid favouritism and promote inclusive practice;
- use appropriate language and behaviour at all times;
- not gossip about children, families, staff or volunteers;
- maintain confidentiality and professionalism when discussing sensitive matters.

Seeking Advice and Support

All staff and volunteers should feel able to seek guidance when unsure about a situation.

Adults should:

- speak to the Centre Manager or senior staff if they are unsure how to respond to a situation;
- seek advice where professional boundaries may be unclear;
- raise concerns promptly so that appropriate support and safeguarding action can be taken.

Mobile Phones, Photography and Online Behaviour



Derbyshire Children’s Holiday Centre recognises the importance of safeguarding children from inappropriate use of technology, photography and online communication.

All staff, volunteers and adults supporting residential provision must:

- use mobile phones and electronic devices responsibly and appropriately while supervising children;
- ensure personal devices do not interfere with the supervision or safety of children;
- not photograph or record children using personal devices;
- only take photographs using DCHC-approved devices and procedures, and where appropriate consent has been obtained;
- ensure images of children are stored securely and used only for authorised purposes;
- never share images of children on personal social media accounts or messaging platforms;
- not communicate with children through personal social media accounts, messaging apps or private email;
- report any concerns relating to online safety or misuse of technology immediately to the Designated Safeguarding Officer.

Where visiting groups bring their own cameras or devices, they must comply with DCHC safeguarding expectations regarding photography and digital communication.

Failure to adhere to this Code of Conduct may result in **removal from duties and further action in line with organisational procedures.**

14. Policy Review

14.1 This policy will be reviewed annually or following a serious incident.

14.2 Feedback on safeguarding practice is welcomed and should be directed to the CEO.

References

This policy has been informed by statutory guidance, Charity Commission expectations and recognised safeguarding best practice, including Working Together to Safeguard Children, Keeping Children Safe in Education, Charity Commission safeguarding guidance, and NSPCC and National Youth Agency standards for residential and youth provision.

Document version control

Version number	Change or update	Author or owner	Date
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Derbyshire Children’s Holiday Centre (DCHC)

Safeguarding Policy



1.0	First version	Janine Holmes	02/04/2026

The Safeguarding Policy was approved by the Board of Trustees of the DCHC on

Date: Thursday 2nd April 2026

Chairpersons Signature below.

A handwritten signature in black ink, appearing to be 'Janine Holmes', written on a light blue background.

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On behalf of the Board of Trustees.

Derbyshire Children's Holiday Centre (DCHC)

Safeguarding Policy



Appendix A: Safeguarding Concern Form

A Safeguarding Concern Form must be completed for any safeguarding concern or disclosure. The form records:

- the child's details (name/ dob /dates of stay/ who risk of abuse from);
- the nature of the concern or disclosure (using the child's own words where possible);
- actions taken and decisions made;
- who the concern was reported to and when.

Completed forms must be passed to the Designated Safeguarding Officer (DSO) as soon as possible and stored securely.

Derbyshire Children's Holiday Centre (DCHC)

Safeguarding Policy



Appendix B: Safeguarding Contact Details

Emergency

- Police / Ambulance (immediate danger): **999**
- Police (non-emergency): **101**

Local Authority Designated Officers (LADO)

(For allegations or concerns about adults working with children)

- **Derby City Council – LADO**
Telephone: **01332 641172**
Email: **lado@derby.gov.uk**
- **Derbyshire County Council – LADO**
Telephone: **01629 532161**
Email: **startingpoint@derbyshire.gov.uk**

Children's Social Care

- **Derby City Council – Children's Social Care**
Telephone: **01332 641172**
Out of hours: **01332 956606**
- **Derbyshire County Council – Children's Services**
Telephone: **01629 533190**
Out of hours: **01629 532600**
- **Lincolnshire County Council – LADO**
Telephone: 01522 554674
Email: LSCP_LADO@lincolnshire.gov.uk.

Internal DCHC Contacts

- Centre Manager / Designated Safeguarding Officer (DSO): *Ali Byerley* - **07793 159068** (on call 24/7 when children are resident)
- Chief Executive Officer: *Janine Holmes* ceo@dchc.org.uk **07961236833** or **01332 345424**

These contact details are reviewed regularly and reissued to staff and volunteers as an operational safeguarding contact sheet.



Appendix C: The Seven Principles of Public Life (Nolan Principles)

The Seven Principles of Public Life, also known as the Nolan Principles, set out the standards expected of people who serve the public. These principles underpin the conduct of trustees, staff and volunteers working on behalf of Derbyshire Children's Holiday Centre.

Selflessness

Holders of public office should act solely in the public interest. They should not act in order to gain financial or other benefits for themselves, their family, or their friends.

Integrity

Individuals should not place themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should avoid conflicts of interest and act in the best interests of the organisation and those it serves.

Objectivity

Decisions should be made impartially, fairly and on merit, using the best evidence available and without discrimination or bias.

Accountability

Individuals are accountable for their decisions and actions and must be prepared to explain them to the appropriate level of scrutiny.

Openness

Decisions should be taken in an open and transparent manner wherever possible. Information should not be withheld from the public unless there are clear and lawful reasons for doing so.

Honesty

Individuals should be truthful and transparent in their actions and communications, including declaring any private interests that may relate to their duties.

Leadership

Individuals should demonstrate and promote these principles through their own behaviour and actively encourage others to uphold high standards of conduct.

These principles guide the governance and day-to-day work of Derbyshire Children's Holiday Centre, ensuring that all those involved with the charity act with integrity, responsibility and a clear focus on the wellbeing of the children and families the charity serves.



Appendix D: Safeguarding Policy – References and Compliance Framework

This policy has been developed with reference to the following statutory guidance, regulatory expectations and recognised safeguarding best practice. These sources inform DCHC's approach to governance, residential safeguarding, overnight supervision, safer recruitment, allegations management and information sharing.

Statutory Legislation

- **Children Act 1989** – establishes the legal framework for safeguarding and promoting the welfare of children.
- **Children Act 2004** – places duties on organisations to cooperate to improve children's wellbeing.

Statutory Guidance

- **HM Government** – *Working Together to Safeguard Children* (2018, updated 2023)
Sets out statutory safeguarding responsibilities, referral pathways, LADO processes and multi-agency working.
- **HM Government** – *Information Sharing: Advice for Practitioners Providing Safeguarding Services to Children* (2018)
Provides guidance on lawful and proportionate information sharing.

Education, Activity and Holiday Provision

- **Department for Education** – *Keeping Children Safe in Education* (2023)
Referenced as best practice for safeguarding culture, designated safeguarding roles, managing allegations and safer recruitment.
- **Department for Education** – *After-school clubs, community activities and tuition: safeguarding guidance for providers* (2023)
Relevant to non-school organisations providing holiday, activity and residential provision.

Residential and Overnight Safeguarding Best Practice

- **NSPCC** – Safeguarding children in activities, sport and residential settings
Informs expectations around supervision, overnight staffing, avoidance of lone working, boundaries and codes of conduct.



- **National Youth Agency (NYA)** – Safeguarding and Child Protection for Youth Work
Supports residential supervision standards, volunteer management and safeguarding culture.

Charity Regulation and Governance

- **Charity Commission for England & Wales** – *Safeguarding and protecting people for charities and trustees*
Sets expectations for trustee accountability, safeguarding governance, risk management and reporting serious incidents.
- **Charity Governance Code**
Informs trustee oversight, leadership and safeguarding culture.

Safer Recruitment and Allegations

- **Disclosure and Barring Service (DBS)** – Guidance on regulated activity and enhanced DBS checks.
- **HM Government** – *Working Together to Safeguard Children (Part 4)*
Provides the framework for managing allegations against adults working with children via the Local Authority Designated Officer (LADO).
- **Local Safeguarding Children Partnerships** (Derby City and Derbyshire)
Local procedures for safeguarding referrals, thresholds and allegations management.

Information Governance

- **Data Protection Act 2018**
- **UK General Data Protection Regulation (UK GDPR)**
Governs safeguarding record keeping, confidentiality and lawful information sharing.

Ethical Standards

- **The Seven Principles of Public Life (Nolan Principles)**
Selflessness, integrity, objectivity, accountability, openness, honesty and leadership.



Appendix E – Letter of Assurance

This letter should be completed and signed by the **Group Leader or Responsible Organisation Representative** prior to arrival at Derbyshire Children's Holiday Centre.

Safeguarding Assurance for Visiting Groups

Organisation / School / Group Name:
Address:
Name of Responsible Lead for the Visit:
Role / Position:
Contact Email:
Contact Telephone:
Dates of Visit to Derbyshire Children's Holiday Centre:

Safeguarding Assurance

On behalf of the above organisation, I confirm that:

1. Our organisation has a current safeguarding / child protection policy in place which will be provided to Derbyshire Children's Holiday Centre in advance of the visit.
2. All adults attending the visit in a supervisory or leadership role have been appropriately recruited and vetted, including Disclosure and Barring Service (DBS) checks where required for regulated activity.
3. No individual known to pose a safeguarding risk to children will be permitted to attend the visit.
4. All staff and volunteers attending the visit understand their safeguarding responsibilities, including recognising and reporting safeguarding concerns.
5. Our organisation will maintain appropriate supervision ratios for children and young people throughout the visit.
6. A Designated Safeguarding Lead (DSL) or responsible safeguarding lead will be identified for the duration of the visit.
7. Any safeguarding concerns arising during the visit will be reported promptly in accordance with our own safeguarding procedures and shared with the Derbyshire Children's Holiday Centre Designated Safeguarding Officer where appropriate.
8. All adults accompanying the group understand the importance of maintaining appropriate professional boundaries and conduct when working with children.
9. We agree to work in partnership with Derbyshire Children's Holiday Centre to ensure that safeguarding arrangements, supervision responsibilities and emergency procedures are clearly understood before and during the visit.

Declaration

I confirm that the information provided above is accurate and that our organisation will comply with appropriate safeguarding standards while visiting Derbyshire Children's Holiday Centre.

Name:
Role:
Signature:
Date:



Appendix F: Responding to a Child’s Disclosure

Quick Guidance – DO / SAY / DON’T SAY

Children may sometimes share something that worries them or disclose abuse. How adults respond in the moment is very important.

DO

- Stay calm and listen carefully.
- Give the child your full attention.
- Let the child speak in their own words.
- Take what the child says seriously.
- Reassure the child they have done the right thing by telling someone.
- Explain that you will need to share the information with someone who can help keep them safe.
- Record what was said as soon as possible using the child’s own words.
- Report the concern immediately to the Designated Safeguarding Officer (DSO).

SAY

Helpful things adults can say include:

- “Thank you for telling me.”
- “You’ve done the right thing by speaking to me.”
- “I’m glad you told me.”
- “You are not in trouble.”
- “This is not your fault.”
- “I may need to tell someone who can help keep you safe.”

These responses help children feel **heard, supported and reassured**.

DON’T SAY

Adults must avoid saying things that could:

- influence the child’s account
- shut down communication

Derbyshire Children's Holiday Centre (DCHC)

Safeguarding Policy



- create false expectations

Do **not** say things like:

- “Are you sure that happened?”
- “Why didn’t you tell someone earlier?”
- “Did someone tell you to say that?”
- “I promise I won’t tell anyone.”
- “Everything will be okay.”

Avoid **asking leading or investigative questions**, such as:

- “Did they touch you here?”
- “Was it your dad who did this?”

DON'T

Adults should not:

- panic, show shock or disbelief
- promise confidentiality or secrecy
- ask detailed or leading questions
- investigate the situation themselves
- confront the person being accused
- delay reporting the concern

Remember

Your role is to **listen, reassure, record and report**.

It is **not your responsibility to investigate** — that is the role of safeguarding professionals.

All concerns must be reported **immediately to the Designated Safeguarding Officer (DSO)** in line with the safeguarding policy.



Appendix G - Low Level Concerns Log

This log is used to record low-level safeguarding concerns about adults working or volunteering with children that do not meet the threshold for a safeguarding allegation but may indicate behaviour inconsistent with the Code of Conduct.

The purpose of recording low-level concerns is to identify patterns of behaviour and support early safeguarding intervention.

Date Concern Raised	Name of Person Raising Concern	Name of Adult Concerned	Role (Staff / Volunteer / Visitor)	Description of Concern (Factual)	Immediate Action Taken	Recorded By	Follow-up / Outcome	Review Date
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Guidance for Completing the Log

- Concerns should be recorded as soon as possible after the incident.
- The description should be factual and objective, avoiding opinion or speculation.
- Records should include the context of the behaviour observed and any immediate action taken.
- The log should be reviewed periodically by the Designated Safeguarding Officer to identify patterns of behaviour.

Storage and Confidentiality

- The Low-Level Concerns Log will be held securely by the Designated Safeguarding Officer.
- Access will be limited to those with safeguarding responsibilities.
- Records will be retained in line with the organisation's safeguarding record retention policy.



Appendix H: The Seven Golden Rules for Information Sharing

Effective information sharing is essential for safeguarding and promoting the welfare of children and young people. These principles support safe, lawful and proportionate sharing of information.

1. Remember that the Data Protection Act and UK GDPR are not barriers to sharing information

Data protection legislation does not prevent the sharing of information where it is necessary to **protect children and young people from harm**.

2. Be open and honest

Where appropriate, and where it is safe to do so, practitioners should **be open and honest with individuals (and/or their families)** about why, what, how and with whom information will be shared.

3. Seek advice if you are unsure

If you are unsure about whether to share information, **seek advice from the Designated Safeguarding Officer (DSO)** or another appropriate professional. Do not delay sharing information if a child may be at risk.

4. Share with consent where appropriate

Where possible, **seek consent before sharing information**. However, consent is not required where there is a **lawful basis to share information to safeguard a child**.

5. Consider safety and wellbeing

The **safety and welfare of the child must be the primary consideration** when deciding whether to share information.

6. Ensure information shared is necessary, proportionate, relevant, accurate, timely and secure

Information should be shared **only with those who need to know** and should be limited to what is necessary for the purpose of safeguarding.

7. Keep a record

A record should be kept of **what information has been shared, with whom, and for what purpose**, including the reasons for sharing or not sharing information.