

## **Child Protection and Safeguarding Policy**

At BXM Expeditions we have a responsibility to protect and safeguard all young people in our care. The safety and wellbeing of the young people is at the forefront of our decision making process.

Regardless of their age, culture, disability, gender, language, racial origin religious beliefs or sexual identity; all allegations or suspicious activity that put any young people in any potential risk will be dealt with immediately and affectively in accordance with the schools (or other authorities) Child Protection Policies, as well as the immediate advice available from Social Services duty team.

BXM Expeditions will strive to ensure that:

- All young people are protected from physical, sexual and emotional harm
- A working relationship is set up for all individuals based on trust and commitment
- The interests and well-being of the young person(s) will be taken into account in all its considerations and activities
- All rights, wishes and feelings of the young people are considered in the decision making process

### **Recruitment**

All employees and contracted members of staff of BXM Expeditions are committed to the safeguarding and protection of the young people who work with us. Any adult who works with the young people, under any capacity, will hold a valid CRB and must follow our standard training and recruitment process. This includes two references and a disclosure form where all convictions must be declared whether spend or not. BXM Expedition will not employ anyone to work with our young people who have been convicted of an offence which involves causing harm or abuse to another.

BXM Expeditions will take into account the Child Protection Policies and Procedures of the organisations we may work with before allowing them to work with our young people.

### **Practice and Procedures**

#### **Code of Conduct**

At BXM Expedition all personnel demonstrate exemplary behaviour in order to promote children's welfare. The following are guidelines which all employees and contracted staff must adhere to when working with the young people and clients of BXM Expeditions:

- Always treat everyone with dignity and respect
- Set an example you would wish others to follow
- Everyone is to be treated equally

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| <ul style="list-style-type: none"> <li>• Follow the rations of the supervisors policy at all times</li> <li>• Respect a young person's right to personal privacy</li> <li>• Have separate sleeping accommodation for young people, adults and Young Leaders working with a younger -section</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Always be prepared to take time to listen to any concerns the young person may have</li> <li>• Encourage others to challenge any attitudes or behaviours they do not feel comfortable with</li> <li>• Young people must adhere to the law when under the care of BXM Expeditions</li> <li>• Everyone must be aware of the child protection policy and procedures this includes the young people and their parents and carers</li> <li>• Any allegations or concerns of abuse must be taken seriously and refer immediately</li> </ul> |

## **Responding to allegations or suspicions**

It is the responsibility of anyone working for BXM Expeditions to report any allegations of child abuse, it is not for them to make any decisions or ask the young person for further evidence other than that which has been disclosed. Where there is a complaint against a member of BXM Expeditions staff there may be three types of investigation:

- a criminal investigation
- a child protection investigation
- a disciplinary or misconduct investigation

The results of the police and child protection investigation may well influence and inform the disciplinary investigation, but all available information will be used to reach a decision.

## **What to do if you suspect a young person is being abused:**

N.B. The expedition Senior Supervisor on all Expeditions responsible for the overall care and welfare of the young people, any concerns (where possible) should be reported to the Senior supervisor who will make contact with the company director where appropriate. All expedition supervisors should speak with any member of school staff on the expedition, in the event that the school do not send a member of school staff, then it will become the company directors responsibility to contact the school. The schools Child Protection Procedure will be adhered to alongside this document. In any circumstances, the Senior supervisor should:

1. Ensure no situation arises which could cause any further concern
2. Ensure the young person concerned has access to an independent adult
3. Record the facts as you know them with a pen and paper (not computer)

## **What would a supervisor do in the event that a young person begins to disclose any potential Child Protection issue?**

1. Immediately tell the participant that any information they share can not be kept a secret, be open with the young person and explain that if there is any risk of someone coming to any harm then they must pass it on to the relevant people. However, explain that they will discuss this with the young person and keep them updated of any action taken.
2. The supervisor will listen carefully and not give opinions

3. The supervisor will either at the time or immediately after write down the conversation with a pen and paper (not computer typed)
4. The supervisor will not judge the young person or act shocked

**What should happen in the event that an allegation is made against a member of BXM staff.**

1. Immediately tell BXM Management
2. Record the facts as you know them using pen and paper (not computer typed) and pass to the company director
3. Take advice and guidance from the company director who will ensure any risk of further allegations is removed.
4. It is BXM Managements responsibility to make appropriate action and to liaise with the Child Protection Officer at the school or department to ensure that guidelines are met.
5. All reports should be kept confidential. (Please see BXM Expeditions Confidentiality Policy).