



East Coast Adventures Safeguarding Policy

East Coast Adventures Ltd is committed to building a 'culture of safety' in which the individuals in our care are protected from abuse, harm and radicalisation.

The organisation will respond promptly and appropriately to all incidents or concerns regarding the safety of an individual that may occur. The organisation's child protection procedures comply with all relevant legislation and with guidance issued by Suffolk Safeguarding Partnership.

There is a Designated Safeguarding Lead (DSL) available at all times whilst running our sessions. The DSL coordinates safeguarding and child protection issues and liaises with external agencies (eg Social Care and Ofsted).

The organisations designated DSL is **Ricky Burrows**.

Child abuse and neglect

Abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. An individual may abuse or neglect a person directly, or by failing to protect them from harm. Some forms of abuse and neglect are listed below.

- **Emotional abuse** is the persistent emotional maltreatment of an individual so as to cause severe and persistent adverse effects on their emotional development. It may involve making a child feel that they are worthless, unloved, or inadequate. Some level of emotional abuse is involved in all types of maltreatment, though it may occur alone.
- **Physical abuse** can involve hitting, shaking, throwing, poisoning, burning, drowning, suffocating or otherwise causing physical harm. Physical harm may be also caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child.
- **Sexual abuse** involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This can involve physical contact, or non-contact activities such as showing children sexual activities or encouraging them to behave in sexually inappropriate ways.
- **Neglect** is the persistent failure to meet a child's basic physical and emotional needs. It can involve a failure to provide adequate food, clothing and shelter, to protect a child from physical and emotional harm, to ensure adequate supervision or to allow access to medical treatment.

Signs of child abuse and neglect

Signs of possible abuse and neglect may include:

- significant changes in a child's behaviour
- deterioration in a child's general well-being
- unexplained bruising or marks
- comments made by a child which give cause for concern
- reasons to suspect neglect or abuse outside the setting, eg in the child's home, or that a girl may have been subjected to (or is at risk of) female genital mutilation (FGM), or that the child may have witnessed or be living with domestic abuse

- inappropriate behaviour displayed by a member of staff, or any other person. For example, inappropriate sexual comments, excessive one-to-one attention beyond the requirements of their role, or inappropriate sharing of images.

If abuse is suspected or disclosed

When a child makes a disclosure to a member of staff, that member of staff will:

- reassure the child that they were not to blame and were right to speak out
- listen to the child but not question them
- give reassurance that the staff member will take action
- record the incident as soon as possible (see *Logging an incident* below).

If a member of staff witnesses or suspects abuse, they will record the matter straightaway using the **Logging a concern** form. If a third party expresses concern that an individual is being abused, we will encourage them to contact Social Care directly. If they will not do so, we will explain that the organisation is obliged to and the incident will be logged accordingly.

All staff recognise that children may not feel ready or know how to tell someone that they are being abused, exploited or neglected and/or they may not recognise their experiences as harmful. This could be due to their vulnerability, disability or language barriers. They may also feel embarrassed, humiliated or are being threatened. Our staff recognise this and where they have any concerns they will raise these with the designated safeguarding lead (DSL) without unreasonable delay.

Female genital mutilation (FGM)

FGM is an illegal, extremely harmful practice and a form of abuse and violence against women and girls. FGM is therefore dealt with as part of our existing safeguarding procedures. All of our staff receive training in how to recognise when girls are at risk of FGM or may have been subjected to it.

If FGM is suspected or disclosed

We will follow the same procedures as set out above for responding to abuse and will make a report to Social Care directly.

Child-on-Child abuse

Children are vulnerable to abuse by their peers. Child-on-Child abuse is taken seriously by staff and will be subject to the same child protection procedures as other forms of abuse. Staff are aware of the potential uses of technology and the internet for bullying and abusive behaviour between young people.

Staff will not dismiss abusive behaviour as normal between young people. The presence of one or more of the following in relationships between children should always trigger concern about the possibility of peer-on-peer abuse:

- Sexual activity (in primary school-aged children) of any kind, including sexting
- One of the children is significantly more dominant than the other (eg much older)
- One of the children is significantly more vulnerable than the other (eg in terms of disability, confidence, physical strength)
- There has been some use of threats, bribes or coercion to ensure compliance or secrecy. ***If***

child-on-child abuse is suspected or disclosed

We will follow the same procedures as set out above for responding to child abuse.

Extremism and radicalisation

All settings have a legal duty to protect children from the risk of radicalisation and being drawn into extremism. There are many reasons why a child might be vulnerable to radicalisation, eg:

- feeling alienated or alone
- seeking a sense of identity or individuality
- suffering from mental health issues such as depression

- desire for adventure or wanting to be part of a larger cause
- associating with others who hold extremist beliefs **Signs of radicalisation**

Signs that a child might be at risk of radicalisation include:

- changes in behaviour, for example becoming withdrawn or aggressive
- claiming that terrorist attacks and violence are justified
- viewing violent extremist material online
- possessing or sharing violent extremist material

If a member of staff suspects that an individual is at risk of becoming radicalised, they will record any relevant information or observations on a **Logging a concern** form, and refer the matter to the DSL.

Sexting and upskirting

East Coast Adventures are aware of potential inappropriate uses of technology, such as sexting and upskirting in relation to safeguarding children and young people. We take a firm stance on this matter and remain vigilant to the issues it presents and will commit to dealing with any perpetrators on our sessions appropriately.

Sexting is when someone shares sexual, naked or semi-naked images or videos of themselves or others or sends sexually explicit messages. They can be sent using mobiles, tablets, smartphones laptops or any device allows you to share media and messages. Sharing explicit images of a child is illegal even if the person doing it, is a child.

Logging a concern

All information about the suspected abuse or disclosure, or concern about radicalisation, will be recorded on the **Logging a concern** form as soon as possible after the event. The record should include:

- date of the disclosure, or the incident, or the observation causing concern
- date and time at which the record was made
- name and date of birth of the child involved
- a factual report of what happened. If recording a disclosure, you must use the child's own words
- name, signature and job title of the person making the record.

The record will be given to the organisation's DSL who will decide on the appropriate course of action.

For concerns about **child abuse**, the DSL will contact Social Care. The DSL will follow up all referrals to Social Care in writing within 48 hours. If a member of staff thinks that the incident has not been dealt with properly, they may contact Social Care directly.

For minor concerns regarding **radicalisation**, the DSL will contact Suffolk Safeguarding Partnership For more serious concerns the DSL will contact the Police on the non-emergency number (101), or the antiterrorist hotline on 0800 789 321. For urgent concerns the DSL will contact the Police using 999.

Allegations against staff

If anyone makes an allegation of child abuse against a member of staff:

- The allegation will be recorded on an **Incident record** form. Any witnesses to the incident should sign and date the entry to confirm it.
- The allegation must be reported to the Local Authority Designated Officer (LADO) and to Ofsted. The LADO will advise if other agencies (eg police) should be informed, and the organisation will act upon their advice. Any telephone reports to the LADO will be followed up in writing within 48 hours.
- Following advice from the LADO, it may be necessary to suspend the member of staff pending full investigation of the allegation.

- If appropriate, the organisation will make a referral to the Disclosure and Barring Service.

Promoting awareness among staff

East Coast Adventures promotes awareness of child abuse and the risk of radicalisation through its staff training. The organisation ensures that:

- the designated DSL has relevant experience and receives appropriate training in safeguarding and the Prevent Duty, and is aware of the Channel Programme and how to access it
- designated person training is refreshed every three years
- safe recruitment practices are followed for all new staff
- all staff have a copy of this **Safeguarding policy**, understand its contents and are vigilant to signs of abuse, neglect or radicalisation
- all staff are aware of their statutory duties with regard to the disclosure or discovery of child abuse, and concerns about radicalisation
- all staff receive basic safeguarding training, and safeguarding is a permanent agenda item at all staff meetings ensuring staff receive at least annual safeguarding updates.
- all staff receive basic training in the Prevent Duty
- staff are familiar with the Safeguarding File
- the organisations procedures are in line with the guidance in 'Working Together to Safeguard Children (2018)' and staff are familiar with 'What To Do If You're Worried A Child Is Being Abused (2015)'.

Use of mobile phones and cameras

Photographs will only be taken of children with their parents' permission. Only an East Coast Adventures camera will be used to take photographs of children at a session, except with the express permission of the manager. Neither staff nor children nor visitors may use their mobile phones or wearable technology such as smart watches to take photographs at the organisations. For more details see our **Mobile Phone and Wearable Technology Policy**.

Social media use, bullying & cyber bullying

East Coast Adventures use social media to share our business with potential customers, we cannot and do not aim to restrict anybody 'following' or 'liking' our content, but condone only positive and thoughtful only content and reject the use of social media for any malicious, inappropriate or unwarranted content or cyberbullying. Both for ourselves, our instructors and anybody engaging with our social media.

East Coast Adventures are not responsible for any of their instructors content, views or engagement on their own social media. But will react appropriately to any content that may be against our above ethos, and that may be of detriment to us, our customers or any of the children and young people we work with.

Bullying is deliberately and persistently making someone else's life unpleasant. It is repeated over a period of time and intentionally hurts the victim, it may occur directly or by cyberbullying and can make the victim feel persecuted and have little or no power to defend themselves. It can take many forms including:

- Physical (e.g hitting or kicking)
- Emotional (e.g isolation or exclusion)
- Verbal or written (e.g name calling, social media)
- Racism, Religious or Cultural (e.g mocking cultures, customs or appearance)
- Sexual/Sexist (e.g unwanted physical contact, overfamiliarity, abusive comments)
- Homophobic (e.g namecalling, prejudice towards LGBTQ+)
- Disability related
- Special Educational Needs related

- Gender related
- Because a child is cared for/is a carer

Contact numbers

Social Care: 0808 800 4005

Social Care out of hours contact: As above with redirection to Emergency Duty Service

LADO (Local Authority Designated Officer): 0300 123 2044

Suffolk Safeguarding Partnership

Local Authority Prevent Co-ordinator

Police: 101 (non-emergency) or 999 (emergency)

Anti-terrorist hotline: 0800 789 321

NSPCC: 0808 800 500

Ofsted: 0300 123 1231

This policy was adopted by: East Coast Adventures ECA Ltd	Date: 7 th October 2025
To be reviewed: 7 th October 2026	Signed: Mr Ricky L Burrows, Head Instructor & Company Founder

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2023): Safeguarding and Welfare requirements: Child Protection [3.4-3.8]* and *Suitable People [3.9-3.13]*.