

Discover the World (Holidays)

Safeguarding

Policy Statement

Discover the World acknowledges the duty of care to safeguard and promote the welfare of children. The policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socio-economic background, all children and vulnerable adults:

- have a positive and enjoyable experience on Discover the World holidays
- are protected from abuse whilst participating in Discover the World holidays
- are protected from abuse whilst living or working in resort where Discover the World holidays take place

As part of our safeguarding policy Discover the World will:

- promote and prioritise the safety and wellbeing of children
- ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children
- ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern
- ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored in line with GDPR regulations
- prevent the employment/deployment of unsuitable individuals
- ensure robust safeguarding arrangements and procedures are in operation.

The policy and procedures will be widely promoted and are mandatory for everyone involved in DTW. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation. DTW has a zero tolerance policy for failures to comply with the safeguarding policy and guidance.

The Safeguarding Policy, Procedures, Requirements and Guidance are incorporated within the Staff Travel Policy.

Safeguarding procedures: application and aim

This procedure follows our policy and applies to staff members which include all employees and directors of the company and those contractors and volunteers that work on behalf of DTW.

The purpose is to:

- protect children and young people who receive DTW's services
- provide all staff members of DTW with the processes they should undertake to support our approach to safeguarding

The different categories of abuse and how to recognise them:

Child abuse is any action by another person – adult or child – that causes significant harm to a child. It can be physical, sexual or emotional, but can just as often be about a lack of love, care and attention. We know that neglect, whatever form it takes, can be just as damaging to a child as physical abuse.

An abused child will often experience more than one type of abuse, as well as other difficulties in their lives. It often happens over a period of time, rather than being a one-off event. And it can increasingly happen online.

More detailed information about the types and symptoms of abuse can be found on the [NSPCC website >](#)

How to report concerns including signs, suspicions or allegations of abuse

It is not the responsibility of DTW staff members and DTW's suppliers to determine whether abuse or harm has occurred or whether there is a 'real' risk to a child or children. Do not investigate nor wait to see if further information comes to light to support concerns, but make a report of the matter per the procedures as soon as practically possible.

If the concern regards a child client, inform the parent/guardian to enable them to take appropriate actions on behalf of the child concerned. If however it is not possible to be satisfied that relevant supervisory adult will take appropriate actions on behalf of the child concerned, contact local police and complete an incident form to inform DTW. Record in writing what has been witnessed or said (using the child's own words) as soon as possible – note date, time, any names mentioned, to whom the information was given and ensure that the incident report record is signed and dated by you.

If the concern is regarding a DTWE supplier, member of the public in destination, concern is regarding the group's staff, please complete the incident report form, informing DTW.

Discover the World has appointed Robin Parry to be the company's Appointed Person to handle all reported safeguarding issues.

In all instances where abuse is suspected, alleged or identified the Appointed Person should be informed as soon as practically possible (definitely within 24 hours), by the most appropriate means, with details of the alleged incident. The company Appointed Person will decide the most appropriate action.

How information will be acted upon

The Appointed Person is responsible for:

- To receive information from staff, tour leaders, clients or suppliers who have safeguarding concerns and record that information.
- To assess the information promptly and carefully, clarifying or obtaining more information about the matter as appropriate.
- Where appropriate, to inform the child's parent/guardian to enable them to take appropriate actions on behalf of the child concerned.

- If however it is not possible to be satisfied that relevant supervisory adult will take appropriate actions on behalf of the child concerned, to make or direct that a written report of the matter is made to police.
- Discover the World recognises that it is not the role of our staff and suppliers to investigate or to decide whether or not a child has been abused.

Confidentiality policy

The legal principle is that the “welfare of the child is paramount”.

Privacy and confidentiality should be respected where possible but if doing this leaves a child at risk of harm then the child’s safety has to come first. Remember:

- Legally, it is a mandatory requirement to share information if someone is worried about the safety of a child. All communication should be in line with GDPR regulations.
- Not everyone needs to know when a concern or worry is raised. This respects the child’s, family’s and/or staff’s rights to privacy. So only people who need to know should be told about it. Otherwise there might be gossip and rumours or other people may be genuinely concerned.


Monitoring and training

The safeguarding policy will be reviewed a year after development and then every three years, or in the following circumstances:

- changes in legislation and/or government guidance
- as a result of any other significant change or event.

All Discover the World staff will receive Safeguarding training annually, with any additional training provided as required. New staff receive safeguarding training as part of their induction.

All Discover the World staff and suppliers including tour leaders are provided with this safeguarding policy and guidance document and required to adhere to it.

Signed	
Name	Clive Stacey
Position/Job Title	Managing Director
Dated	01/10/24