

## Safeguarding Policy

### Policy Statement

Discover the World Education acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects [UK government statutory national guidance](#) and complies with [OEAP Guidance](#) best practice.

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:

- have a positive and enjoyable experience on our school trips in a safe and child centred environment
- are protected from abuse whilst participating in our school trips

As part of our safeguarding policy Discover the World Education (DTWE) will:

- promote and prioritise the safety and wellbeing of children and young people
- 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 and young people
- 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 DTWE. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation. DTWE has a zero tolerance policy for failures to comply with the safeguarding policy and guidance.

## Safeguarding Procedures

### Application and aim of the procedures

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 DTWE.

The purpose is to:

- protect children and young people who receive DTWE's services.
- provide all staff members of DTWE 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 DTWE staff members and DTWE'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 student within the group, inform the lead teacher 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, complete an incident form to inform DTWE. 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, or your concern is regarding the group's staff, please complete the incident report form, informing DTWE.

Discover the World Education has appointed Karen Corfield and Lucy Ripley to be the company's Appointed Persons to handle all reported safeguarding issues.

In all instances where abuse is suspected, alleged or identified the Appointed Persons should be informed as soon as practically possible. In regard to clients currently travelling, a call to the 24hr emergency phone is expected, as soon as opportunity arises to do so (e.g. within two hours). An incident report form is expected in follow up (e.g. within 24 hours), 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, group leaders, teachers, accompanying adults, children, parents 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 group's relevant supervisory adult to enable them to take appropriate actions on behalf of the child concerned.
- Where appropriate, to additionally or alternatively make direct contact with the client organisation's Designated Safeguarding Lead.
- Discover the World Education 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.
- It is acceptable to say that a concern has been raised and it is being dealt with following the group's procedures.

## Whistleblowing

Discover the World Education welcomes and encourages its staff and partners to come forward and voice any concerns they have about potential safeguarding failures or unsafe practice, so these can be dealt with effectively. We want staff and suppliers to feel able to raise concerns without fear of reprisals, rather than overlooking a problem. DTWE staff and suppliers have a responsibility to raise concerns, and doing so will help prevent the problem worsening or widening, will protect or reduce risk to other, and prevent the whistle-blower from becoming implicated.

## Monitoring and training

The 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 required by the Local Safeguarding Children Board and/or appropriate National Governing Bodies.
- as a result of any other significant change or event.

All Discover the World Education staff will receive Safeguarding training annually. This takes place each year, with any additional training provided as required. New staff receive safeguarding training as part of their induction. For DTWE staff accompanying student groups, such as representatives or Teacher Tour Leaders, safeguarding training is vital. Teacher Tour Leader training occurs each year. Training for staff, and Teacher Tour Leaders will include awareness regarding:

- Recognising warning signs which could indicate that a child is being abused
- Recording the details of what you have seen/heard
- Reporting the incident to the relevant person(s) so action can be taken.

All Discover the World Education staff and suppliers 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	

## Requirements and Guidance

### Your responsibilities

The following sets out the expectations for those acting in their professional capacity whilst travelling and/or working with our groups and are for the protection of children and adults.

- You are a responsible adult representing Discover the World Education and should maintain a professional, respectful relationship with the Group Leader, other staff and the students during the trip.
- The Group Leader and other leaders are in loco parentis; you must not adopt this responsibility. If any incident occurs regarding which local police speak with a child from the group, be aware that an 'appropriate adult' from the school staff should be involved. A representative of Discover the World should not attend a police interview of a child.
- Any safeguarding concerns, behavioural or disciplinary issues concerning students should be referred to the Group Leader or other leaders.
- Your behaviour, appearance and language must always be appropriate and should not be capable of being misconstrued as threatening, offensive, discriminatory, suggestive or of a sexual nature.
- Avoid making physical contact with a student unless for the welfare of the student it is necessary such as to move to safety where the student is incapacitated. It is inappropriate to put an arm around a student or to physically comfort.
- You should not be alone with a student, nor should you enter a space where a student may be sleeping, changing or washing. If it cannot be avoided, ensure that school staff are with you.
- If requested to participate in photographs, where possible do so with the Group Leader or other leaders in the photo with you.
- Do not exchange personal contact or social networking details with students during or after the tour, or exchange gifts or presents.
- Report as soon as possible any advances or inappropriate behaviour from students to the Group Leader of the trip.
- If any situation arises where you feel uncomfortable, remove yourself from the situation and report the circumstances to the Group Leader, in addition notify Discover the World Education.
- Dress professionally and appropriately.
- Do not engage in conversations regarding alcohol use, nicotine products, drugs or sexual activity/relationships.
- Do not let an allegation a child makes go unrecorded.

The required standards of conduct outlined above should be maintained not just in regard to student clients but to all children and vulnerable adults, including those living and working in destination.

## Photography/ images

Avoid taking photographs containing students on personal devices. If taking photographs including students using a business device, seek clarity before doing so from Discover The World Education to see if formal permission has been given prior to the trip.

Do not request for photographs to be sent to you via any form of social media, email or phone message. A Group Leader may decide to send you photographs anyway. If you receive them then please delete these immediately and do not keep a hard copy or a copy on any phone or computer. If you receive photographs from a Group Leader do not forward/ share these with a third party, even if that third party is your colleague or Discover The World Education.

Discover The World Education has a permission form that can be completed by a Group Leader before travel if they are happy for photographs to be received or shared for marketing purposes. If DTWE requests any photographs of the trip from you then proof of this form will be shown.

## How to respond to a child telling you about abuse

In cases where a child reports/alleges abuse/concern to you:

- Stay calm.
- Listen carefully to what is being said.
- At an early opportunity explain that the information will need to be shared with others – do not promise to keep secrets.
- Allow the child to continue at his/her own pace.
- Ask questions for clarification only and at all times avoid asking questions that are leading or suggest a particular answer.
- Reassure the child that they have done the right thing by telling you.
- Tell them what you will do next and with whom the information will be shared.
- Staff members must never agree to receive information in confidence.
- If a child discloses information about abuse, whether concerning themselves or a third party; the staff member must always pass this information on to the school's Group Leader and company Appointed Person as soon as possible (the same day). Ensure an incident report is completed and returned to the Appointed Person.

For Discover the World Education staff who will be on tour with students, a valid and clear DBS check is essential. The Safeguarding Policy, Procedures, Requirements and Guidance are incorporated within the Staff Travel Policy.