



Education | Environment | Experience

DIVE PROJECT CORNWALL SAFEGUARDING POLICY

Note: The terms 'child' and 'young person' describe any person under the age of 18. References to 'parents' should be read as parents and carers inclusively.

The Purpose of this Policy is:

- to protect children and young people who receive DIVE PROJECT CORNWALL's services from harm.
- to provide staff and volunteers of the DIVE PROJECT CORNWALL team, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.

This policy applies to the Directors (Trustees) all employees, volunteers under the direct control of DIVE PROJECT CORNWALL, agency staff employed by DIVE PROJECT CORNWALL, students and anyone working for or under the direction of DIVE PROJECT CORNWALL.

This policy has been drawn up on the basis of legislation, policy, and guidance that seeks to protect children in England. A summary of the key legislation and guidance is available from <https://learning.nspcc.org.uk/child-protection-system>

DIVE PROJECT CORNWALL Safeguarding Principle

DIVE PROJECT CORNWALL believes that children and young people or vulnerable adults should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

We believe that:

- the welfare of children is paramount in all the work we do and in all the decisions we take
- working in partnership with children, young people, their carers and other agencies is essential in promoting young people's welfare
- all children, regardless of age disability, gender reassignment, race religion or belief, sex or sexual orientation have an equal right to protection from all types of harm or abuse



Education | Environment | Experience

- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- extra safeguards may be needed to keep children who are additionally vulnerable safe from abuse.

We will seek to keep children and young people safe by:

- valuing, listening to and respecting them
- appointing a nominated child protection lead for children and young people, a deputy and a lead trustee/board member for safeguarding
- adopting child protection and safeguarding best practices through our policies, procedures and code of conduct for staff and volunteers
- developing and implementing an effective online safety policy and related procedures
- providing effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently.
- Recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made
- Recording and storing and using information professionally and securely, in line with data protection, legislation and guidance *[more information about this is available from the Information Commissioner's Office: <https://ico.org.uk/for-organisations/>]*
- sharing information about safeguarding and good practice with children and their families, via leaflets, posters, group work and one-to-one discussions
- Making sure that children, young people and their families know where to go for help if they have a concern
- using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know and involving children, young people, parents, families and carers appropriately
- using our procedures to manage any allegations against staff and volunteers appropriately
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- ensuring that we have effective complaints and whistleblowing measures in place
- ensuring that we provide a safe physical environment for our children, young people, staff, and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.



Education | Environment | Experience

Contact Details

Nominated Child Protection Lead

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Email: andy@diveprojectcornwall.co.uk

NSPCC Helpline

0808 800 5000

We are committed to reviewing our policy and good practice annually. **This policy was last reviewed on:** 10th May 2023

Signed: Andrew Forster

Safeguarding Guidance

There is a legal responsibility to keep children, young people and vulnerable adults safe.

Definitions:

A young person is anyone under the age of 18

A vulnerable adult is anyone over the age of 18 and who is or may be in need of community care services by reason of disability, age or illness; and is or may be unable to take care of or unable to protect him or herself against significant harm or exploitation

Age of consent and position of trust

In British Law the age of consent is 16, however if you hold a 'position of trust' – coach, committee member, team manager, trainer etc then you are breaking the law if you have sex or an inappropriate relationship with one of your 'students' or a person in your care if they are under the age of 18

The purpose of this guidance is to;

- Protect children/young people and vulnerable adults.
- Provide those members of the DIVE PROJECT CORNWALL Team working with children/young people and vulnerable adult's clear guidance on our approach to safeguarding.

This document is linked to the DIVE PROJECT CORNWALL Safeguarding policy.

The guidance applies to Directors, all employees, volunteers under the direct control of DIVE PROJECT CORNWALL CIC, agency staff employed by DIVE PROJECT CORNWALL, students and anyone working for or under the direction of DIVE PROJECT CORNWALL.

In this document young people/young person(s) will also mean children and vulnerable adults.

Designated Safeguarding Officer (DSO)– See Sample Role Description (Appendix A)

DIVE PROJECT CORNWALL CIC is required to appoint a Designated Safeguarding Officer who will be responsible for ensuring policy and procedures are explained, publicised, followed and adhered to within the club. There should be procedures in place within the club so that the DSO must be informed of all safeguarding concerns and to ensure appropriate action is taken.



Education | Environment | Experience

Child Protection

Child Protection is a very important aspect of safeguarding. It refers to the actions taken to protect any young person who is suffering or is at risk of suffering significant harm (the threshold deemed to be necessary for intervention by statutory agencies).

Recognising types of Young Person abuse.

There are 4 main categories of Young Person abuse.

Neglect

Neglect is the persistent failure to meet a young person's basic physical and/or psychological needs, likely to result in the serious impairment of the young person's health or development. Neglect may include failure to provide the basic necessities of life, adequate food, clothing, warmth and shelter, failure to ensure access to appropriate medical care or treatment, and not meeting the young person's emotional needs.

Physical Abuse

Physical abuse involves deliberate injury to a young person. It may involve hitting, shaking, throwing, burning/scalding, drowning, suffocating or otherwise causing physical harm to a young person. It also involves giving a young person substances such as inappropriate drugs and alcohol. Physical harm can be caused through omission or the failure to protect, as well as forced marriages and female genital mutilation. Physical harm may also be caused when an illness is fabricated or is deliberately induced.

Sexual Abuse

Sexual abuse involves actual or likely sexual exploitation of a young person, whether or not this is deemed to be consensual. It involves forcing or enticing a young person to take part in sexual activities, including prostitution, whether or not the young person is aware of what is happening. This may include non-contact activities such as production of or looking at pornographic material or encouraging young people to behave in inappropriate ways.

Emotional Abuse

Emotional abuse is the persistent ill-treatment of a young person such as to cause severe and persistent adverse effects on the young person's emotional and psychological development. It may involve conveying to the young person that they are worthless or unloved or inadequate. It may involve age or developmentally inappropriate expectations being imposed on the young person. It may involve seeing or hearing the ill treatment or another (i.e. domestic violence). Some level of emotional abuse is involved in all types of ill-treatment of a child, though it may occur alone. Serious bullying (appendix B Anti-Bullying Policy) may be regarded as abuse and will be considered under child protection procedures.

Indicators/Signs of Abuse

The following list is not exhaustive and the presence of one more indicator is not necessarily proof that abuse is present. However, the DIVE PROJECT CORNWALL Team have a duty of care to refer any concerns to either the visiting schools safeguarding office but in all cases to the DSO

- Persistent or multiple bruising that cannot be explained by normal childhood activity
- Minor injuries in unlikely places
- Unexplained burns, scalds or bites
- An injury where the explanation seems inappropriate
- The young person describes what appears to be an abusive act involving them
- Unexplained changes in the young person's behaviour
- Inappropriate sexual awareness
- Engaging in sexually explicit behaviour
- Distrust of adults, particularly those with whom a close relationship would normally be expected
- Being prevented from socialising with others
- Mention of being left alone or unsupervised
- Signs of looking unwashed, undernourished, inappropriate clothing for conditions
- Delay in seeking access to medical care/treatment
- Unexplained drop off in performance

Disciplinary Committee (DC)

A DC is formed for Safeguarding matters after CMT has undertaken a case review and it is apparent that Disciplinary action is required, such as removal of the individual, or the matter must be referred to the LADO (Local Authority Designated Officer).

The chair of the DC will be one of the Company Directors. The directors will appoint two people in addition to the chair to form the DC. This committee will provide a level of expertise in the subject area concerning the disciplinary issue to be considered.

Case Management Team (CMT)

The CMT is formed to quickly assess, monitor and to make recommendations for action on any incidents related to the safeguarding of young people. (speed being of the essence as this stage in case management process).

- If the incident is deemed to be **Minor poor practice** the CMT may make recommendations for further training or if at the upper end of "Minor" then suspension of individual, but this may also be subject to disciplinary action (**if suspension is recommended then this must follow the process as set out below and must be approved by the three Company Directors and then reviewed by a disciplinary committee**)
- If the incident is deemed to be **Serious poor practice or abuse** the CMT;

- May, where appropriate, but only if there is urgent and imminent danger or risk, request immediate suspension of the individual in lieu of DIVE PROJECT CORNWALL CIC disciplinary action. **This may be undertaken immediately but will require prior approval of the Company Directors and also requires that a disciplinary committee is then immediately formed to take the matter over.**
- DSO will be asked to notify the individual of the action taken, preferably face to face **(If this is before a DC has been formed then any recommendations made must have been approved by the Director)**
- Refer the matter immediately to the DC if the member has been suspended for their further examination. (Dive Project Cornwall DC procedures may be suspended pending the outcome of any Social Services/ Police investigation.

Note: For matters requiring the authorisation of any or all the directors, if they are not available, then designated alternates should be used

The CMT will

- Not make assumptions of guilt or innocence but take appropriate action to protect those at risk
- Ensure all matters are regarded as highly confidential and ensure that the club treat matters as highly confidential
- Ensure decisions are fair, based on evidence, open and transparent and documented
- Advise others within the Dive Project Cornwall CIC organisation where necessary but only on a need to know basis

Appeals Committee

The committee is chaired by a company director who must not have been involved with either the CMT or DC. They will hear any appeals made following decisions from the disciplinary/CMT committee hearings.

Disclosures

What to do if a young person makes a disclosure

Following a disclosure remember the five R's – Receive, Respond, Reassure, Record, Report

Receive

- Listen sympathetically and with an open mind
- Stay calm
- Never promise confidentiality, only discretion. It is important that the young person understands from the onset that if they choose to disclose information that indicates actual or potential harm to themselves or others, then certain actions will need to be taken.
- Allow the young person to talk and fully finish what they need to say

- Do not ask leading questions

Respond

- When the young person has finished, make sure they feel secure
- Explain what you will do next
- Take action immediately if the young person is in imminent danger
- Do not get them to repeat what they have said as it's been hard enough to do this once.

Reassure

- Reassure but do not promise what you may not be able to deliver
- Remind them that what has happened is not their fault
- Acknowledge their courage and reassure them that what they have said will be taken seriously.

Record

- Record as much as you can remember as soon as possible (preferably immediately) using the young person's own words
- The date, time location of the disclosure and incident
- Complete an incident report form and send to the DIVE PROJECT CORNWALL DSO (appendix C)

Report

- If the young person is in immediate danger refer to Local Authority and/or Police
- Refer the matter within 24 hours or sooner to the SLSGB DSM

The DIVE PROJECT CORNWALL DSO will maintain contact with the schools safeguarding officer providing updates and next steps.

Confidentiality

Every effort should be made to ensure that confidentiality is maintained by all concerned Information should be handled and disseminated on a strictly need to know basis only.

Seven Golden Rules of Information Sharing

1. Be open and straightforward with the person accused (and/or their family where appropriate) from the outset about what, information will, or could be shared before a disciplinary process has commenced, the name(s) of either the abused person(s) or the person(s) who have made the complaint should not be disclosed as this may prejudice further enquiries, may put those involved at risk and in the event that the matter is determined to be unfounded, may cause those involved needless risk or attention from the accused person or others not directly involved



Education | Environment | Experience

2. Seek advice if you are in any doubt, without disclosing the identity of the person where possible.
3. Ensure that the information you share is necessary for the purpose for which you are sharing it. It should be shared only with those people who strictly need to know. This will be, for example: CMT members, DC members, Safeguarding Officers, Police, LADO and Social Services. Be careful not to share details with those who may need to be involved with DIVE PROJECT CORNWALL appeals process.
4. The information is accurate and up to date.
5. It is shared in a timely fashion
6. It is shared securely
7. Keep a record of your decision and the reasons for them – whether it is to share information or not. If you decide to share, then record what you have shared, with whom, the date and time and for what purpose.

Whistleblowing

The 'DIVE PROJECT CORNWALL CIC' team individually and collectively have a responsibility to understand and to implement the policy, and each has a right to be protected by it. Support is provided to any DIVE PROJECT CORNWALL CIC team member who in good faith, reports his or her concerns that they have, or a colleague is at risk or may be being abused or that abuse is suspected, concerns regarding the DIVE PROJECT CORNWALL DSO should be reported to the CEO.

Disclosure and Barring Service (DBS)

All DIVE PROJECT CORNWALL Team members who are actively working with young people on a regular basis should be checked through the Disclosure and Barring Service with an Enhanced DBS.

The Project's Safeguarding officer is registered to Cornwall Council's E-Bulk service to be able to verify their staff and volunteers DBS certificate (Access can be arranged through DIVE PROJECT CORNWALL by emailing tamsyn@diveprojectcornwall.co.uk)

The DSO and Directors will review all outcomes from a staff member or volunteer DBS and refer to a CMT if required – During a CMT review relating to a safeguarding risk the staff member or volunteer and Safeguarding Officer will be informed and the staff member or volunteer will be asked not to participate in any project activities involving young people until the review has been completed and a decision is made.

Good Practice and Conduct

The DIVE PROJECT CORNWALL team should demonstrate exemplary behaviour in order to promote the welfare of young people and reduce the likelihood of allegations being made.



Education | Environment | Experience

Examples of Creating a Positive Culture and Climate;

- Always working in an open environment – avoid private/unobserved situations and encourage open communication.
- Treat all young people fairly, and with respect and dignity.
- Always putting the welfare of young people first and above winning and achieving goals.
- Build balanced relationships based on mutual trust which empowers young people to share in the decision-making process.
- Make the experience of Scuba diving fun and enjoyable; promoting fair play.
- Ensure any mutual/physical support is provided openly (Guidance below)
- Involve teachers/carers – encouraging them to take responsibility for their young people in changing rooms. If groups have to be supervised in changing rooms always do this in pairs.
- If camping on site ensure young people are roomed in single sex tents and not invited into each others tents. Adults should not enter the tents or invite young people into their tents/staff accommodation, (unless deemed a welfare necessity, if so this should be done openly and with two members of staff present, one being a teacher from the school.
- Provide enthusiastic and constructive feedback.
- Recognise the developmental/ability/needs of the young people and create situations where they can be successful (involve teachers/parents to support this if required)
- Secure teachers/parents/carers consent in writing to act in loco parentis , if the need arises to administer emergency first aid and/or other medical treatment
- Uphold the guidance of social media as per Dive Project Cornwall's Online and Social Media Policy (Appendix D)
- Ensuring risk assessments are completed for all activities both within the club environment and for those further afield i.e. if another dive site is needed.

Reportable Incidents

If at any time you are concerned by a response of a young person or are concerned that a situation has been misconstrued then you must report this to the DIVE PROJECT CORNWALL DSO and Schools Safe Guarding Officer immediately. The DSM and/or Schools Safeguarding officer should then ensure that the parents are informed.

E.g.

- A young person is accidentally injured by you
- A young person is distressed

Physical Contact Guidance

Physical contact may sometimes be needed to instruct, encourage and protect. The adult should only use physical contact if their aim is to;

- Develop the sport/activity skill or technique
- To treat an injury
- To prevent an injury or accident from occurring
- To meet the requirements of the sport/activity

The adult should explain the reason for the physical contact and ask permission to do so from the young person unless it is an emergency situation.

Personal tasks for a young person should only be undertaken following written consent of the parent/carers of the young person concerned and only if the adult has the appropriate training.

Supervision of Young People

A clear process for the transfer of duty of care must be established within the project. The process should be clearly communicated to all teachers, parents and young people taking part in the week. Appropriate supervision ratios and systems for monitoring young people at any diving session or out of water activity, either onsite or off site, are essential.

We recommend having at least two adults present when working with or supervising children and young people. The groups will be split so there is always at least one teacher with their students, plus at least one DIVE PROJECT CORNWALL staff member or instructor who has an enhanced DBS check. We recommend the following adult to child ratios as the minimum numbers to help keep children safe:

Our minimum ratio for non-water-based activities are;

13 years plus	2:10
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PADI guidelines for water-based activities are;

13 years plus	2:5
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NB: should be lowered if the group has additional needs or the conditions/activity warrants it determined by qualified persons based upon the conditions/activity.



Education | Environment | Experience

Guidance on Video and Photography

Young people and their parents/carers should be made aware and their consent given in respect to any video/photograph taken and/or published and a consent form completed before students arrive on site.

- Identifying who is allowed to take photos
- Identifying any specific potential safeguarding risks for that event/location

Reporting a Safeguarding Concern Guidance

What to do if a young person makes a disclosure

Following a disclosure remember the five R's – Receive, Respond, Reassure, Record, Report

Receive

- Listen sympathetically and with an open mind
- Stay calm
- Sit somewhere within view of others.
- Never promise confidentiality, only discretion. It is important that the young person understands from the onset that if they choose to disclose information that indicates actual or potential harm to themselves or others, then certain actions will need to be taken.
- Allow the young person to talk and fully finish what they need to say.
- Do not ask leading questions

Respond

- When the young person has finished, make sure they feel secure
- Explain what you will do next
- Take action immediately if the young person is in imminent danger – 999 and inform Club Safeguarding Officer and Designated Safeguarding Manager (tamsyn@diveprojectcornwall.co.uk)
- Do not get them to repeat what they have said as it's been hard enough to do this once.



Education | Environment | Experience

Reassure

- Reassure but do not promise what you may not be able to deliver
- Remind them that what has happened is not their fault
- Acknowledge their courage and reassure them that what they have said will be taken seriously.

Record

- Record as much as you can remember as soon as possible (preferably immediately) using the young person's own words
- The date, time location of the disclosure and incident
- Inform CSO and complete incident form to inform DIVE PROJECT CORNWALL's DSM asap and send incident form to tamsyn@diveprojectcornwall.co.uk

Report

- If the young person is in immediate danger refer to Local Authority and/or Police
- Refer the matter within 24 hours or sooner to the DIVE PROJECT CORNWALL DSM.



Dive Project Cornwall anti-bullying policy

The statement

Our anti-bullying policy sets out how we feel about bullying behaviour in DIVE PROJECT CORNWALL, what we'll do to tackle it and how we'll support children and young people who experience or display bullying behaviour.

Note: The terms 'child' and 'young person' describe any person under the age of 18. References to 'parents' should be read as parents and carers inclusively.

Bullying Behaviour:

- ✓ all forms of bullying behaviour will be acted upon
- ✓ everybody working at DIVE PROJECT CORNWALL has a responsibility to work together to stop bullying behaviour
- ✓ bullying behaviour can include online as well as offline behaviour
- ✓ bullying behaviour can include:
 - physically pushing, kicking, hitting, pinching, etc.
 - name calling, spreading rumours, persistent teasing and humiliation or the continual ignoring of others
 - posting of derogatory or abusive comments, videos or images on social media
 - racist behaviour - including racially aggravated remarks, name-calling, racial exclusion
 - homophobic and transphobic comments
 - sexist slurs
 - offensive comments, taunts or gestures
 - sexual comments, suggestions or behaviour
 - unwanted physical contact



Education | Environment | Experience

DIVE PROJECT CORNWALL will...

- ✓ recognise its duty of care and responsibility to safeguard all participants from harm
- ✓ promote and implement this anti-bullying policy in addition to our safeguarding policy and procedures
- ✓ ensure that any form of bullying behaviour is not tolerated or condoned
- ✓ require all members of DIVE PROJECT CORNWALL to sign up to this policy
- ✓ take action to investigate and respond to any reports of bullying behaviour from children and young people.
- ✓ encourage and facilitate children and young people to play an active part in developing and adopting a code of conduct for behaviour
- ✓ ensure that coaches are given access to information, guidance and training on bullying.

Each participant, coach, volunteer or official will...

- ✓ encourage individuals to speak out about bullying behaviour
- ✓ respect every child's need for and right to, a play environment where safety, security, praise, recognition and opportunity for taking responsibility are available
- ✓ respect the feelings and views of others
- ✓ recognise that everyone is important and equal, and that our differences make each of us special and worthy of being valued
- ✓ show appreciation of others by acknowledging individual qualities, contributions and progress
- ✓ ensure safety by having rules and practices carefully explained and displayed for all to see
- ✓ report incidents of bullying behaviour they see - by doing nothing you are condoning the behaviour

Supporting Children

- ✓ we'll let children know who will listen to and support them
- ✓ we'll create an "open door" ethos where children feel confident to talk to an adult about bullying behaviour or any other issue that affects them
- ✓ potential barriers to talking (including those associated with a child's disability or impairment) will be acknowledged and addressed at the outset to enable children to speak out
- ✓ we'll make sure children are aware of helpline numbers
- ✓ anyone who reports an incident of bullying will be listened to carefully and reports will be taken seriously
- ✓ any reported experience of bullying will be investigated and will involve listening carefully to all those involved
- ✓ children experiencing bullying will be supported and helped to uphold their right to play and live in a safe environment
- ✓ those who display bullying behaviour will be supported and encouraged to develop better relationships
- ✓ we'll make sure that sanctions are proportionate and fair



Support for parents

- ✓ parents will be advised on DIVE PROJECT CORNWALL's bullying policy and practice
- ✓ any experience of bullying behaviour will be discussed with the child's parents
- ✓ parents will be consulted on action to be taken (for both victim and child displaying the bullying behaviour) and we'll agree on these actions together
- ✓ information and advice on coping with bullying will be made available
- ✓ support will be offered to parents, including information from other agencies or support line

Useful Contacts

NSPCC Helpline

Tel: 0808 800 5000

Website: nspcc.org.uk

Childline

Tel: 08081111

Website: childline.org.uk

Kidscape

Website: kidscape.org.uk

Anti-Bullying Alliance

Website: antibullyingalliance.org.uk

Further information

NSPCC Child Protection in Sport Unit (CPSU)

Information and resources related to this topic are available at:

<https://thecpsu.org.uk/help-advice/topics/anti-bullying>



Education | Environment | Experience

Code of conduct for staff and volunteers

Note: Where we refer to 'parents' we mean parents and carers inclusively. The term 'children' or 'child' describes any person under the age of 18.

As a staff member or volunteer at DIVE PROJECT CORNWALL you are very much in the public eye. You are expected to follow and sustain the DIVE PROJECT CORNWALL safeguarding policy ensuring all young people are able to participate in a safe and fun environment. All staff and volunteers should be aware of the normal operating procedures/EAP. Any concerns should be addressed with the event director and safeguarding officer.

As a member of staff or a volunteer at Dive Project Cornwall CIC, we'd like you to:

- ✓ implement our safeguarding policy and procedures
- ✓ report any concerns about or allegations of abuse or poor practice to our welfare officer
- ✓ listen to any concerns that parents or young people might have
- ✓ consider your behaviour - do not engage in any behaviour that constitutes any form of abuse
- ✓ respect your position of trust and maintain appropriate boundaries and relationships with young people. Engaging in sexual behaviour with any child under the age of 16 is illegal
- ✓ keep any coaching and safeguarding training up to date
- ✓ keep children in your sessions safe by supervising appropriately, using safe methods and techniques and by putting children's safety first
- ✓ make sure you've got appropriate staffing ratios of adult to participant before the session begins
- ✓ ensure equipment is fit for purpose, safe to use and accessible
- ✓ respect children's trust and rights whilst being honest and open with them
- ✓ champion everyone's right to take part and celebrate difference in Dive Project Cornwall or by not discriminating against anyone, regardless of gender, race, sexual orientation or ability
- ✓ stop play if an injury happens, administer minor first aid and call for help when necessary
- ✓ use constructive and positive methods of developing children's skills, without humiliating or harming them
- ✓ behave appropriately online in accordance with our online safety and acceptable use policy
- ✓ challenge and address instances of poor, negative, aggressive or bullying behaviour amongst young people
- ✓ lead by example when it comes to good sportsmanship, positive behaviour and commitment to the sport
- ✓ develop positive relationships with teachers and catch up with them regularly about the students development and progress
- ✓ make Dive Project Cornwall a friendly and welcoming place to be



Education | Environment | Experience

Code of conduct for staff and volunteers

As a member of our staff, we understand you have the right to:

- ✓ enjoy the time you spend with us and be supported in your role
- ✓ be informed of our safeguarding and reporting procedures and what you need to do if something isn't right
- ✓ have access to ongoing training in all aspects of your role be listened to
- ✓ be involved and contribute towards decisions within the club or activity be respected and treated fairly by us and our governing body
- ✓ feel welcomed, valued and not judged based on your race, gender, sexuality or ability
- ✓ be protected from physical or emotional abuse from children or parents and be supported to resolve conflicts

We expect all of our staff and volunteers to follow the behaviours and requests set out in this code. If any staff member or volunteer behaves in a way which contradicts any of the points set out above, we'll address the problem straight away and aim to resolve the issue.

Continued issues and repeated breaches of this code may result in us taking disciplinary action against you with the involvement of governing bodies and ultimately your dismissal from the organisation

<p>Signature of staff member/volunteer:</p> <p>Print Name of staff member or volunteer:</p> <p>Signature of manager:</p> <p>Print name of manager:</p> <p>Date:</p>
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Education | Environment | Experience

Code of conduct for parents and carers

Note: Where we refer to 'parents' we mean parents and carers inclusively. The term 'children' or 'child' describes any person under the age of 18.

As a parent of a child taking part in Dive Project Cornwall we'd like you to:

The essentials

- ✓ - make sure your child has the right kit for the week as detailed in the kit list
- ✓ encourage your child to arrive to sessions on time or let us know if you're running late or if your child is going home with someone else
- ✓ complete all consent, contact and medical forms and update us straight away if anything changes
- ✓ make sure your child wears any protective kit we provide for them
- ✓ maintain a good relationship with the lead teacher or Dive Project Cornwall and catch up with them as much as you can about your child's development
- ✓ talk to us if you have any concerns about any part of your child's involvement - we want to hear from you

Behaviour

- ✓ try and learn about your child's course, PADI Open Water Diver and DIVE PROJECT CORNWALL's activities and what it means to them
- ✓ take the time to talk to your child about what you both want to achieve through them taking part in DIVE PROJECT CORNWALL
- ✓ remember that children get a wide range of benefits from participating in sport, like making friends, getting exercise and developing skills. It's not all about wins and losses
- ✓ listen when your child says they don't want to do something
- ✓ behave positively on the side lines - shout encouragement, say "Well done" and let your children know you're proud of what they're doing
- ✓ encourage your child to respect and celebrate difference at DIVE PROJECT CORNWALL
- ✓ lead by example when it comes to positive behaviour on the side lines
- ✓ use social media responsibly when talking about what goes on at DIVE PROJECT CORNWALL, by behaving in the same way online as you would in person
- ✓ talk to your child about embracing good etiquette and sportsmanship
- ✓ encourage your child to play by the rules
- ✓ ensure that your child understands their code of conduct



Education | Environment | Experience

Code of conduct for parents and carers

As a parent, we understand you have the right to:

- ✓ be assured that your child is safeguarded during their time with us
- ✓ see any of our policies and procedures at any time
- ✓ know who the welfare officer responsible for your child is and have their contact details
- ✓ be involved and contribute towards decisions within the club or activity
- ✓ know what training and qualifications our staff have
- ✓ be informed of problems or concerns relating to your child
- ✓ know what happens if there's an accident or injury, be informed if your child is injured and see records of any accidents
- ✓ have your consent sought for anything outside of our initial consent form, such as permission to go on trips or photography and video
- ✓ have any concerns about any aspect of your child's welfare listened to and responded to

We expect all parents to follow the behaviours and requests set out in this code. If any parent behaves in a way which contradicts any of the points set out above, we'll address the problem straight away with the parent and aim to resolve the issue.

Continued issues and repeated breaches of this code may result in us regrettably asking your child to leave the activity permanently, something we never want to do.

Signature of Parent:

Signature of Child:

Date of signatures:

Self-declaration and disclosure form

for roles involving contact with children (under 18 years old)

Private and confidential

All information will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 2018.

Employee information				
Name				
Address				
Contact number(s)				
Date of birth				
Gender	Female <input type="checkbox"/>	Male <input type="checkbox"/>	Non-binary <input type="checkbox"/>	Another description (please state) <input type="checkbox"/>

Note: As the position you have applied for involves work with children and young people it is not covered by the provisions in the Rehabilitation of Offenders Act 1974. When answering questions 1 to 4 you must declare criminal convictions and/or cautions that are not 'protected' under the Exceptions Order (as amended). This includes UK, overseas and armed forces convictions, cautions and relevant service discipline convictions where it would be considered an equivalent offence in England and Wales.

Free, confidential advice can be sought from the organisations below to help you understand whether to disclose certain criminal record information:

Nacro – Tel: 0300 123 1999, or email: helpline@nacro.org.uk

Unlock – Tel: 01634 247350, email advice@unlock.org.uk or complete the online form on the Unlock website.

Declaration of individual		
1. Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?	No <input type="checkbox"/>	Yes – please provide further information <input type="checkbox"/>
2. Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?	No <input type="checkbox"/>	Yes – please provide further information <input type="checkbox"/>
3. Have you been formally charged with any other offence in any country which has not yet been disposed of?	No <input type="checkbox"/>	Yes – please provide further information <input type="checkbox"/>
4. Are you currently subject to any criminal investigations or pending prosecutions by the police in any country which may have a bearing on your suitability for this position?	No <input type="checkbox"/>	Yes – please provide further information <input type="checkbox"/>
5. Have you ever been known to any Children’s Services department or the police as being a risk	No <input type="checkbox"/>	Yes – please provide further information <input type="checkbox"/>

or potential risk to children?		
6. Have you been the subject of any formal action, disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?	No <input type="checkbox"/>	Yes – please provide further information <input type="checkbox"/>
7. Have you ever been dismissed for misconduct from any employment, volunteering, or other position previously held by you, in circumstances which may have bearing on your suitability for this position?	No <input type="checkbox"/>	Yes – please provide further information <input type="checkbox"/>
8. Are you currently subject to any fitness to practise investigations or proceedings by a regulatory, governing, or licensing body in any country, which may have bearing on your suitability for this position?	No <input type="checkbox"/>	Yes – please provide further information <input type="checkbox"/>

Please tick the boxes below and then sign this form.

I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or dismissal may result if information is not disclosed by me and subsequently comes to the organisation's attention.

In accordance with the organisation's procedures, if required I agree to provide a valid DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.



Education | Environment | Experience

<input type="checkbox"/>	I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.
<input type="checkbox"/>	I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard other children.
Signature	
Print name	
Today's date	



Education | Environment | Experience

Online safety and social media policy

Note:

- ✓ the terms 'child' or 'children' apply to anyone under the age of 18
- ✓ the term 'parent' applies to anyone with guardianship or caring and parental responsibility for the child
- ✓ the term 'staff' applies to members of staff and volunteers

Our online safety statement

This policy provides guidance on how our organisation uses the internet and social media, and the procedures for doing so. It also outlines how we expect the staff who work for us, and the children who are members of our organisation, to behave online.

As an organisation, we commit to implementing this policy and addressing any concerns quickly and within these guidelines.

Aims

The aims of our online safety policy are:

- ✓ to protect all children involved with our organisation and who make use of technology (such as mobiles phones, games consoles and the internet) while in our care
- ✓ to provide staff with policy and procedure information regarding online safety and inform them how to respond to incidents
- ✓ to ensure our organisation is operating in line with our values and within the law regarding how we behave online

Understanding the online world

As part of using the internet and social media, our organisation will:

- ✓ assess and manage the safety aspects – including what is acceptable and unacceptable behaviour for staff and children when using websites, social media including Facebook, TikTok, Instagram, Twitter or Snapchat, apps and video conferencing platforms including Zoom or Skype
- ✓ be aware of how staff in our organisation and the children they work with use social media both inside and outside of our setting
- ✓ ensure that we adhere to relevant legislation and good practice guidelines when using social media or video conferencing platforms

- ✓ provide training for the staff responsible for managing our organisation's online presence
- ✓ regularly review existing safeguarding policies and procedures to ensure that online safeguarding issues are fully integrated, including:
 - making sure concerns of abuse or disclosures that take place online are written into our reporting procedures
 - incorporating online bullying ('cyberbullying') in our anti-bullying policy

Managing our online presence

Our online presence through our website or social media platforms will adhere to the following guidelines:

- ✓ all social media accounts will be password-protected, and at least 2 members of staff will have access to each account and password
- ✓ the account will be monitored by at least two designated members of staff in order to provide transparency, who will have been appointed by the organisations committee
- ✓ the designated staff managing our online presence will seek advice from our designated safeguarding lead to advise on safeguarding requirements
- ✓ designated staff will remove inappropriate posts by children or staff, explaining why, and informing anyone who may be affected (as well as the parents of any children involved)
- ✓ we'll make sure children are aware of who manages our social media accounts and who to contact if they have any concerns about something that's happened online
- ✓ identifying details such as a child's name, home address, or telephone number shouldn't be posted on social media platforms. A school name will only be used when students are unidentifiable.
- ✓ any posts or correspondence will be consistent with our aims and tone as an organisation
- ✓ parents will need to give permission for photographs or videos of their child to be posted on social media, website or publication

What we Expect of our staff

- ✓ staff should be aware of this policy and behave in accordance with it
- ✓ staff should seek the advice of the designated safeguarding lead if they have any concerns about the use of the internet or social media
- ✓ staff should communicate any messages they wish to send out to children to the designated staff responsible for the organisation's online presence
- ✓ staff should not communicate with children via personal accounts

- ✓ staff should not 'friend' or 'follow' children from personal accounts on social media and maintain the same professional boundaries online as they would in person when using organisation accounts
- ✓ staff should make sure any content posted on public personal accounts is accurate and appropriate, as children may 'follow' them on social media
- ✓ rather than communicating with parents through personal social media accounts, staff should choose a more formal means of communication, such as face-to-face, in an email or in writing, or use an organisational account or website
- ✓ staff should avoid communicating directly with children via email or organisational social media
- ✓ emails or messages should maintain the organisations tone and be written in a professional manner, e.g. in the same way you would communicate with fellow professionals, avoiding kisses (X's) or using slang or inappropriate language
- ✓ staff should not delete any messages or communications sent to or from organisation accounts
- ✓ staff should undertake all online safety training offered and gain a basic knowledge of the platforms children use and how to report or remove inappropriate content online
- ✓ any concerns reported through social media should be dealt with in the same way as a face-to-face disclosure, according to our reporting procedures
- ✓ any delivery of activities to children via video conferencing platforms will be supported by an additional member of staff (even if they're not actively delivering) to ensure transparency
- ✓ staff and children must not engage in 'sexting' or send pictures to anyone that are obscene

What we expect of children

- ✓ children should be aware of this online safety policy and agree to its terms
- ✓ we expect children's behaviour online to be consistent with the guidelines set out in our acceptable use statement
- ✓ children should follow the guidelines set out in our acceptable use statement on all digital devices, including smart phones, tablets and consoles

What we expect of parents

- ✓ parents should be aware of this online safety policy and agree to its terms
- ✓ parents should protect all children's privacy online and think carefully about what content they share about our sport online, where they share it and who they're sharing it with
- ✓ we expect parents' behaviour online to be consistent with the guidelines set out in our acceptable use statement and in our codes of conduct for parents and spectators

Using mobile phones or other digital technology to communicate

When using mobile phones (or other devices) to communicate by voice, video or text (including texting, email and instant messaging such as WhatsApp or Facebook Messenger), we'll take the following precautions to ensure children's safety:

- ✓ staff will avoid having children's personal mobile numbers and will instead seek contact through a parent or teacher.
- ✓ we'll seek parental permission on each occasion if we need to contact children directly; the purpose for each contact will be clearly identified and agreed upon
- ✓ a method of accountability will be arranged, such as copies of texts, messages or emails also being sent to another member of staff or to parents
- ✓ smartphone users should respect the private lives of others and not take or distribute pictures of other people if it could invade their privacy
- ✓ staff should have a separate phone from their personal one for any contact with parents or children
- ✓ if a child misinterprets communication and tries to engage a staff member in conversation on text, social media, messages, the member of staff will take the following steps:
 - end the conversation or stop replying
 - suggest discussing the subject further with their teacher/parent present
 - inform the organisations lead safeguarding officer in the interest of transparency
 - if concerned about the child, provide contact details for the organisations designated safeguarding lead or appropriate agencies and report any concerns using the organisations reporting procedures

Using mobile phones during sports activities

So that all children can enjoy and actively take part in sports activities, we discourage the use of mobile phones during such activities. As part of this policy we will:

- ✓ make children aware of how and who to contact if there is an emergency or a change to previously agreed arrangements with the organisation
- ✓ advise parents that it may not be possible to contact children during activities and to contact the school or teacher who will be reachable should there be an emergency
- ✓ explain to children how using mobile phones during activities has an impact on their safe awareness of their environment, and their level of participation and achievement

Further information for parents about keeping children safe online

NSPCC

The NSPCC's guidance for parents on online safety

nspcc.org.uk/keeping-children-safe/online-safety

Child Exploitation and Online Protection Centre (CEOP)

Child Exploitation and Online Protection Demand's website

ceop.police.uk

The UK Safer Internet Centre

Safer Internet Centre's advice for parents and children

saferinternet.org.uk

NSPCC Child Protection in Sport Unit (CPSU)

Information and resources related to this topic are available at:

thecpsu.org.uk/help-advice/topics/online-safety

Important contacts

Contacts for parents, children and staff in relation to this policy and online safety

Website, Social Media and Safeguarding Lead:

Paige ^KOE ay Forster

Tel: 07711 160590

Email: andy@diveprojectcornwall.co.uk

Role description for nominated child protection lead

June 2022

Purpose of the role

To take the lead in ensuring that appropriate arrangements for keeping children and young people safe are in place at DIVE PROJECT CORNWALL

To promote the safety and welfare of children and young people involved in DIVE PROJECT CORNWALL's activities at all times.

Duties and responsibilities

1. Take a lead role in developing and reviewing DIVE PROJECT CORNWALL's safeguarding and child protection policies and procedures.
2. Take a lead role in implementing DIVE PROJECT CORNWALL's safeguarding and child protection policies and procedures: ensuring all safeguarding and child protection issues concerning children and young people who take part in DIVE PROJECT CORNWALL's activities are responded to appropriately.
3. Make sure that everyone working or volunteering with or for children and young people at DIVE PROJECT CORNWALL including the director, staff and volunteers understands the safeguarding and child protection policy and procedures and knows what to do if they have concerns about a child's welfare.
4. Make sure children and young people who are involved in activities at DIVE PROJECT CORNWALL and their parents and teachers know who they can talk to if they have a welfare concern and understand what action the organisation will take in response.

5. Receive and record information from anyone who has concerns about a child who takes part in DIVE PROJECT CORNWALL's activities.
6. Take the lead on responding to information that may constitute a child protection concern, including a concern that an adult involved with DIVE PROJECT CORNWALL may present a risk to children or young people. This includes:
 - a. assessing and clarifying the information
 - b. making referrals to statutory organisations as appropriate
 - c. consulting with and informing the relevant members of the organisation's management
 - d. following the organisation's safeguarding policy and procedures.
7. Liaise with, pass on information to and receive information from statutory child protection agencies such as:
 - a. the local authority child protection services
 - b. the police.This includes making formal referrals to agencies when necessary.
8. Consult the NSPCC Helpline when support is needed, by calling **0808 800 5000** or emailing **help@nspcc.org.uk**.
9. Store and retain child protection records according to legal requirements and the organisation's safeguarding and child protection policy and procedures.
10. Work closely with the project directors and to ensure they are kept up to date with safeguarding issues and are fully informed of any concerns about organisational safeguarding and child protection practice.
11. Report regularly to the management committee on issues relating to safeguarding and child protection, to ensure that child protection is seen as

an ongoing priority issue and that safeguarding and child protection requirements are being followed at all levels of the organisation.

12. Be familiar with and work within inter-agency child protection procedures developed by the local child protection agencies.
13. Be familiar with issues relating to child protection and abuse, and keep up to date with new developments in this area.
14. Attend regular training in issues relevant to child protection and share knowledge from that training with everyone who works or volunteers with or for children and young people at DIVE PROJECT CORNWALL's
15. Attend team meetings, supervision sessions and management meetings as arranged.
16. Work flexibly as may be required and carry out any other reasonable duties.

Appointment to this role is subject to satisfactory vetting and barring checks.

Child protection leads must have received relevant safeguarding and child protection training that is specific to their role. This training should be refreshed regularly and they should keep up to date with any changes in safeguarding and child protection legislation and guidance.

- Training for nominated child protection leads: learning.nspcc.org.uk/training/designated-and-lead-officer-training-and-refresher-courses.

Helpful resources for a nominated child protection lead:

- Child abuse and neglect learning.nspcc.org.uk/key-topics/child-abuse-and-neglect/
- Recognising and responding to abuse learning.nspcc.org.uk/child-abuse-and-neglect/recognising-and-responding-to-abuse/
- Safeguarding and child protection learning.nspcc.org.uk/key-topics/safeguarding-and-child-protection



Code of conduct for children and young people

Note: Where we refer to 'parents' we mean parents and carers inclusively. The term 'children' or 'child' describes any person under the age of 18.

As a young person taking part in our club or activity, we'd like you to follow this guidance to make sure you are able to participate in your sport or activity safely.

Taking part in Dive Project Cornwall and the sport of scuba diving will be a great experience, providing wider opportunities and life long skills and memories. Your enjoyment of the project is what matters most.

Being part of Dive Project Cornwall means that there are things you and everyone else needs to do to ensure that things are fair, safe and fun.

We have provided guidance for your teachers/parents/carers too, so they will know what there is to be able to support you in having as many development opportunities as possible.

We want you to get the most from Dive Project Cornwall to develop skills both in scuba diving and the marine environment so you can become the next '*Ocean Influencers*'

Make sure you know what Dive Project Cornwall expects and that you get to the sessions on time with the right equipment and in the right mood to have fun and make the most of the training.

Make sure you understand your Dive Project Cornwall Rules and what is expected of you.

Dive Project Cornwall will have a code of conduct to follow ensuring that everyone is respectful of each other.

On occasion this doesn't always happen so if you feel unhappy or feel bullied then you must talk to your teachers/and or your coaches/safeguarding officer/parents.

You probably want to tell your friends about what you and your friends got up to at Dive Project Cornwall. We wouldn't want to stop you doing this, but we do want to make sure you are using social media in a way which doesn't put you or anyone else at risk. Please speak to your teachers/parents/carer and Dive Project Cornwall to make sure you understand how to make sure you are safe on-line.

You can talk to the Designated Safeguarding Officer or you can also talk to someone outside of school or Dive Project Cornwall by contacting Childline: 0800 1111, Police or Children's Services.



Education | Environment | Experience

If there is anything making you unhappy or worrying you, tell someone about it, it may not be as bad as you think, there will be people who can help you, just ask for it. These websites give you advice and support that you may find helpful.

- [ChildLine](#)
- [YoungMinds](#)
- [Get Connected](#)
- [YouthNet](#)
- [Anti Bullying Alliance](#)
- [Anti Bullying Alliance Advice and Support](#)
- [NHS Youth Mental Health](#)
- [What to do if you are worried](#)
- [Gender Intelligence](#)
- [Samaritans](#)

The essentials

- ✓ keep yourself safe by listening to your teachers, instructors and staff at DIVE PROJECT CORNWALL, behaving responsibly and speak out when something isn't right
- ✓ when you're with us, stay in the places where you're supposed to, don't wander off or leave without telling a member of staff
- ✓ take care of our equipment and premises as if they were your own
- ✓ make it to sessions and activities on time and if you're running late, let a member of staff know
- ✓ bring the right kit to practice and wear appropriate kit for the weather
- ✓ not smoke or consume alcohol on our premises or during the week you are staying with us.
- ✓ only enter the tent you are allocated to sleep in. Communal areas will be highlighted on orientation, and are the tented seating area, fire pit, and areas when planned activities are taking place.
- ✓ Stay in our own designated campsite, and not wander into other campsites at any time.

Behaviour

- ✓ respect and celebrate difference in DIVE PROJECT CORNWALL and not discriminate against anyone else on the grounds of gender, race, sexual orientation or ability
- ✓ report any incidents of bullying, including homophobia and transphobia to a member of staff, even if you're just a witness
- ✓ treat other young people with respect and appreciate that everyone has different levels of skill and talent
- ✓ make DIVE PROJECT CORNWALL a welcoming and friendly place to be
- ✓ support and encourage your teammates. Tell them when they've done well and be there for them when they're struggling
- ✓ respect our staff, and your teachers.
- ✓ be a good sport, celebrate when we win and be gracious when we lose
- ✓ play by the rules and have fun
- ✓ follow our online safety and internet use policies



Education | Environment | Experience

Code of conduct for children

As a young person taking part, we understand you have the right to:

- ✓ enjoy the time you spend with us and know that you're safe
- ✓ be told who you can talk to if something's not right
- ✓ be listened to
- ✓ be included
- ✓ be involved and contribute towards decisions within DIVE PROJECT CORNWALL or activity
- ✓ be respected by us and other team members and be treated fairly
- ✓ feel welcomed, valued and not judged based on your race, gender, sexuality or ability
- ✓ be encouraged and develop skills with our help
- ✓ be looked after if there's an accident or injury and have your parents informed if needed

We expect all young people to follow the behaviours and requests set out in this code. If any young person behaves in a way which contradicts any of the points set out above, we'll address the problem straight away with parent's involvement and aim to resolve the issue.

Continued issues and repeated breaches of this code may result in us regrettably asking you to leave the activity or site permanently, for the welfare of other young people and our staff. This is something we never want to do.

Signature of young person:

Signature of parent:

Date: