

ASPEN OUTDOORS LTD – CHILD PROTECTION POLICY

30 OCTOBER 2016

Introduction

Aspen Outdoors Ltd is an outdoor activities company specializing in Bushcraft, hiking and hillwalking and the Duke of Edinburgh's Award. The company was established in October 2016. This child protection policy seeks to ensure that children and young people are protected from harm, abuse and exploitation.

General Statement

Aspen Outdoors Ltd is committed to creating a safe environment for children and young people and adults. The company recognizes its moral and legal duty to protect children and young people and will take all reasonable steps to promote safe practice and to protect children from harm, abuse and exploitation.

This policy is based on the following principles:

- The welfare of children is always the primary concern
- All children have the right to be protected from abuse regardless of their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity
- Protecting children and young people is everyone's responsibility
- All children have a right to express their views on matters affecting them

Aspen Outdoors Ltd will:

- Promote the health and welfare of children by providing opportunities for them to take part in the activities safely.
- Respect and promote the rights, wishes and feelings of children.
- Promote and implement appropriate procedures to safeguard the well-being of children and protect them from abuse.
- Recruit, manage and train employees and volunteers to safeguard and protect children from harm
- Contract with freelance workers and other persons and companies to safeguard and protect children from harm
- Respond to child protection concerns promptly and effectively, in accordance with procedure
- Undertake child protection concern reviews to improve procedure and practice.
- Monitor and review the policy to reflect child protection concern reviews and changes in guidance and legislation.

This policy should be read in conjunction with the following Aspen Outdoors Ltd policies:

- Health and Safety policy, describing the principles underpinning the company's safety systems; the operational arrangements for preventing risk of harm; and, the procedures for the reporting, investigating and evaluating accidents or near misses.

- Equal Opportunities policy, seeking to prevent unlawful discrimination and promote the values of fairness, equality and tolerance.

The responsibility for ensuring that Aspen Outdoors Ltd fulfils its obligations under this Policy rests with Alastair Ewen, Director.

Definition of a 'Child'

A child can be defined differently in different legal contexts. Young people between the age of 16 and 18 who are still subject to a supervision requirement by a Children's Hearing can be viewed as a child. Young people over the age of 16 may still require intervention to protect them. The United Nations Convention on the Rights of the Child applies to anyone under the age of 18. The individual young person's circumstances and age will dictate what legal measures can be applied. For example, the Adult Support and Protection (Scotland) Act 2007 can be applied to over-16s where the criteria are met.

Aspen Outdoors Ltd defines a child any young person under 18 years of age.

Legislation and National Guidance

There are a number of Acts of Parliament and national guidance concerned with the protection of children and young people. These are summarized in Appendix 1

Roles and Responsibilities

The roles and responsibilities of Aspen Outdoors Ltd Directors, employees, volunteers, freelance workers and other external persons or companies connected to the company are set out below:

DIRECTOR – The responsibility for ensuring that Aspen Outdoors Ltd fulfils its obligations under this Policy rests with Alastair Ewen, Director (Child Protection Officer):

- Monitor, review and update the policy
- Manage, monitor and keep under review the companies safety management procedures and safety procedures (see health and safety policy)
- Adhere to the code of conduct
- Organise and participate in relevant training
- Recruit and select employees, volunteers, freelance workers and other external persons and companies in accordance with the child protection policy
- Respond to concerns about the conduct of an employee, volunteer or freelance worker
- Respond to child protection concerns
- Review child protection concerns

EMPLOYEES AND VOLUNTEERS AND FREELANCE WORKERS

- Identify, assess and manage risks in accordance with Aspen Outdoor Ltd policies and procedures
- Adhere to the code of conduct
- Participant in relevant training
- Respond to child protection concerns
- Participant to reviews of child protection concerns as appropriate

OTHER PERSONS OF COMPANIES CONNECTED TO ASPEN OUTDOORS LTD

- Identify, assess and manage risks in accordance with national guidance
- Respond to child protection concerns
- Comply with all legal requirements and national guidance in respect to the creating a safe environment and protecting children and young people from harm, abuse and exploitation.
- Comply with all contractual requirements set out by Aspen Outdoors Ltd.

Child Protection Officer

Aspen Outdoors Ltd shall appoint a person in the company to fulfill the role Child Protection Officer. This individual shall be responsible for the implementation, monitoring and review of the child protection policy. The Child Protection Officer is currently Alastair Ewen, Director of Aspen Outdoors Ltd. The role includes the following responsibilities:

- Monitor, review and update the policy
- Manage, monitor and keep under review the companies safety management procedures and safety procedures (see health and safety policy)
- Adhere to the code of conduct
- Organise and participate in relevant training
- Recruit and select employees, volunteers, freelance workers and other external persons and companies in accordance with the child protection policy
- Respond to concerns about an employee, volunteer, freelance worker or other external person associated with the company.
- Respond to child protection concerns
- Review child protection concerns

Consent and Management of Information

Aspen Outdoors Ltd shall seek the consent of the parent / guardian of a child / young person before the child / young person takes part in the activities of the company. The consent form (see **appendix 2**) will always be accompanied with appropriate information on the activities the child / young person will take part in. That includes information on:

- The nature of the activity; e.g. trekking on foot
- The risks associated with the activity,
- The protective clothing and equipment required for the activity
- Any food and sustenance required,
- The arrangements for transport to the activity venue,
- The number, ratio and qualifications of the individuals that will be leading the activity and responsible for the safety and well-being of the child / young person
- The arrangements for contacting the company during the activity

The consent form shall seek medical and dietary information about the child or young person, sufficient to ensure their well-being can be managed. Contact information (email, telephone numbers) will also be sought from the parent / emergency contact person and the child / young person (if over 13 years old).

The consent form will be used to obtain permission for photography and or video whilst participating in the activities of the company for the purpose of informing others about the services and activities provided by Aspen Outdoors Ltd (for example in the form of web pages, blog, leaflets).

Lastly the consent form will be used to obtain permission to use the young persons telephone, email address and / or other social media messaging tool for the purpose of communicating to the young person details of the activities they will be, are or have been undertaking. Permission to communicate with young people will not be sought if the young person is under 13 years old.

This information shall be stored by the company in paper form and electronically in a database and will be used solely for the purpose of ensuring safe participation of the child / young person in the activity. Upon the successful completion of the activity all information relating to the child / young person will be destroyed.

Safe Recruitment Practice

Aspen Outdoors Ltd will do the following before it appoints an individual as an **employee or volunteer**.

It shall seek information on the individuals:

- Technical qualifications in respect to the activities they seek to undertake / lead for the company; e.g. driving licence, driving convictions, Lowland Leader Award, Mountain Leader Award, Bushcraft Competency Certificate, First Aid.
- Skills and experience in undertaking the activities they seek to undertake / lead for the company.
- Two references from suitable individuals that have knowledge of the individual

This information, together with an interview will be used to assess the suitability and competence of the individual to undertake / lead activities with children / young people on behalf of the company.

Prospective volunteers and employees will also be asked to complete a self-declaration disclosure form that seeks information on any past criminal behaviour, records or investigations. This form will only be seen by those directly involved in the selection process. If the applicant is not selected the form will be destroyed. All prospective employees and volunteers shall also be required to join the PVG Scheme (if they have not done so already) and a PVG Scheme record shall be sought. This PVG record, together with the self-declaration form shall be used to assess the suitability of the individual to work with children. Should the scheme record identify that individual that they are barred (on the list of persons disqualified from working with children – see appendix 1, (Protection of Children Scotland) Act) the individual shall not be appointed. Should any other risk be identified (short of barring) the risk will be assessed and a determination made about the suitability of the employee to work or volunteer with Aspen Outdoors Ltd.

Following the successful appointment of an employee or volunteer the individual will undertake induction and be required to read the companies policies and procedures in respect to child protection and safety management.

Safe Practice in Respect to Contracts for Service

Aspen Outdoors Ltd will do the following in respect to contracting with **freelance workers** seeking to undertake a role that involves 'work' with children.

The process for freelance workers shall be the same as that for an employee or volunteer with the exception of the following:

- The freelance worker shall be responsible for providing Aspen Outdoors Ltd a PVG child record, no older than 2 years old.
- The freelance worker shall be responsible for providing Aspen Outdoors Ltd copies of relevant insurance, sufficient to cover the individual for the activities they seek to undertake for the company.

Should the PVG Record indicate that the individual is barred the freelance worker shall not be contracted with. If other risks are identified (short of barring) the risk will be assessed and a determination be made about the suitability of the individual to work with Aspen Outdoors Ltd.

In respect to contracts for service with companies Aspen Outdoors Ltd shall seek reassurance that the company has the appropriate policies and or licences to undertake the activity. For example, before contracting with a company to supervise a Duke of Edinburgh's Award expedition, checks would be made to ensure that that company was a licenced Approved Activity Provider. A contract of services shall

The establishment of a contract for service with a freelance worker or company shall be subject to contract terms. These terms will include but not be limited to the following:

- Identify, assess and manage risks in accordance with national guidance
- Comply with all legal requirements and national guidance in respect to the creating a safe environment and protecting children and young people from harm, abuse and exploitation.

Should a freelance worker or company fail to meet these requirements the contract for service will cease immediately. For the purposes of clarity a child protection concern about a freelance worker or employee, volunteer or freelance worker of another company, shall constitute a breach of these contract terms.

Code of Conduct

All employees, volunteers and freelance workers shall be required to comply with a Code of Conduct for Working with Children (see **appendix 3**).

TRAINING AND INDUCTION – All employees, volunteers and freelance workers with Aspen Outdoors shall Ltd shall undertake an induction through which they shall be required to read the policies and procedures of the company, including but not limited to the child protection and health and safety policies.

Aspen Outdoors Ltd shall, from time to time, provide training and communicate important safety information to employees, volunteers and freelance workers periodically. Employees, freelance staff and freelance workers are required to read

this information. This information shall reflect the outcome of child protection concern reviews, accident reviews and changes in guidance and legislation.

Procedures for Responding to Concerns about the Conduct of Staff

Aspen Outdoors Ltd takes seriously complaints and concerns about the conduct of employees, volunteers or freelance workers. This procedure should be read in conjunction with the Code of Conduct (appendix 3).

When managing any concern regarding the conduct of an employee, volunteer or freelance worker involving children it is first important to refer to the Procedure for Responding to Child Protection Concerns.

Please note that the police or social work services can be contacted for advice with regard to any concern involving the alleged mistreatment of a child. If the nature of the concern suggests a criminal offence has occurred, or that a child may have been abused, the police or social work services must be contacted for advice. If a child is at risk of immediate harm contact the police.

A concern may arise from an act or omission on behalf of the employee, volunteer or freelance worker. The following procedure should be followed:

1. A complaint or concern about the conduct of an employee, volunteer or freelance worker should be reported to the Aspen Outdoors Ltd Child Protection Officer.
2. A written report should be made using Child Protection Concern Form (**appendix 4**)
3. The Child Protection Officer makes an initial assessment to establish the facts. Possible outcomes are:
 - a. Inappropriate behaviour? Director takes appropriate action.
 - b. Serious poor practice / misconduct? Director responds in accordance with the steps set out in table 2 below.
 - c. Possible child abuse? Concern reported to the police. Director responds in accordance with the steps set out in Table 1 below.

Table 1 – Responding to serious misconduct by an employee, volunteer or freelance worker

	Employee	Volunteer	Freelance Worker
Misconduct short of barring	If the Precautionary suspension with pay (subject to the remuneration set out in the contract of employment).	Opportunity to volunteer with Aspen Outdoors Ltd is suspended.	Contract for service terminated and an investigation into the concern is undertaken.
	Employee notified in writing about the complaint, disciplinary investigation and invitation to suspension interview.	Volunteer notified in writing about the complaint, disciplinary investigation and invitation to suspension interview.	Freelance worker invited to an interview to establish the effects.
	Disciplinary investigation carried out.	Investigation carried out	Investigation carried out
	Disciplinary Hearing carried out and misconduct determined.	Conclusions reached as to misconduct.	Conclusions reached as to misconduct of Freelance Worker.
	If misconduct is proven disciplinary action is implemented.	Decision made about re-engagement of volunteer	Decision made about re-engagement of the free-lance worker
	Appeal Process		

A concern may also arise from information from Disclosure Scotland, through a scheme record or through communication from Disclosure Scotland. Should this information stipulate that the individual has been barred (disqualified from working with young people) the individual shall be removed from working with children and young people immediately (see table 1 below).

Should Disclosure Scotland notify Aspen Outdoors Ltd that an employee or volunteer is considered for listing that individual shall be suspended as a precaution until the outcome of the case is determined. In respect to a freelance worker the contract for service shall be terminated (see table 2 below).

Table 2 – Procedures for responding to notification of barring by Disclosure Scotland

	Employee	Volunteer	Freelance Worker
Notification of barring by Disclosure Scotland	Removed from working with children immediately and cooperation with police, social work and Disclosure Scotland as appropriate.		
	Summary dismissal. Barring is considered evidence of gross misconduct.	Opportunity to volunteer ceases	Contract for service terminated
Consideration for listing by Disclosure Scotland	Removed from working with children immediately and cooperation with police, social work and Disclosure Scotland as appropriate.		
	Precautionary suspension with pay (subject to the remuneration set out in the contract of employment) until the case is determined by Disclosure Scotland.	Opportunity to volunteer is suspended until outcome of the case is determined.	Contract for service terminated

Responding to Child Protection Concerns

Allegations of abuse must always be taken seriously. A disclosure must be responded to in line with the following procedure.

Respond in the following way:

- React calmly so as not to frighten the child.
- Listen to the child and take what they say seriously. Do not show disbelief.
- Reassure the child they are not to blame and were right to tell someone.
- Be aware of interpreting what a child says, especially if they have learning or physical disabilities which affect their ability to communicate or English is not their first language.
- Do not assume that the experience was bad or painful - it may have been neutral or even pleasurable.
- Avoid projecting your own reactions onto the child.
- Avoid asking any questions. If necessary only ask enough questions to gain basic information to establish the possibility that abuse may have occurred.
- Only use open-ended, non-leading questions; e.g. Who? Where? When?
- Do not introduce personal information from either your own experiences or those of other children.

Avoid the following

- Panicking.
- Showing shock or distaste.
- Probing for more information than is offered.
- Speculating or making assumptions.

- Making negative comments about the person against whom the allegation has been made.
- Approaching the individual against whom the allegation has been made.
- Making promises or agreeing to keep secrets and giving a guarantee of confidentiality

Should the disclosure give concern for the immediate safety of the child, take whatever action is required to ensure the child's immediate risk. Pass the information immediately to the police and seek their advice.

A written record of the disclosure must be made, in a 'record of concern form' (see **appendix 4**). This written record should be made by the person that heard the disclosure and should be made the same day the disclosure was made. should be contacted immediately and sent the record of concern form. If the Child Protection Officer is unavailable or an immediate response is required, the police and social work services must be consulted for advice.

Upon receiving the record of concern form the Child Protection Officer shall make an assessment of the nature of the incident and consider whether the concern relates to child protection. Note that an injury like a twisted ankle, arising from an accident whilst trekking on foot, would not be treated as a child protection concern and instead would be investigated as an accident under the health and safety policy.

Should the Child Protection Officer determine that the concern relates to child protection, the next step shall be to contact social work.

The Children in Scotland Act (2014) sets out a role for a named person. Once fully enacted this role shall provide a useful contact to share information about a child with.

Where there are concerns that the parents/carers may be responsible for or have knowledge of the abuse, sharing concerns with the parents/carers may place the child at further risk. In such cases advice must always firstly be sought from the police or social work services as to who informs the parents/carers.

Review of Child Protection Concerns

A review of a child protection concern provides an opportunity to improve policy and practice in respect to child protection; for example:

- Explore if policies and procedures were followed
- Consider the extent to which policies and procedures require to be improved
- Consider the extent to which staff are sufficiently trained to respond to child protection concerns
- Consider the support available to staff

The steps in a review are similar to an accident review (see Health and Safety Policy). They involve:

- Gathering information on the incident
- Writing a report with conclusions and recommendations

- Seeking expert advice (if required) from a child protection specialist to review the conclusions and recommendations.

A child protection review shall be undertaken by the Child Protection Officer.

Monitoring and Review

The responsibility for monitoring and reviewing the policy shall lie with Alastair Ewen, Director of Aspen Outdoors Ltd. The policy shall be reviewed periodically to reflect the outcome of child protection concern reviews undertaken by the company and changes to guidance and legislation.

Appendix 1 – Acts of Parliament and National Guidance relating to Child Protection

THE NATIONAL GUIDANCE FOR CHILD PROTECTION IN SCOTLAND 2014 - The guidance provides a national framework within which agencies and practitioners at local level both individually and jointly can understand and agree processes for working together to support, promote, and safeguard the wellbeing of children.

10 STEPS TO SAFEGUARDING CHILDREN IN SPORT - This document sets out a range of measures sport organisations should take to keep children and young people safe from harm. It covers policy, recruitment and selection, code of conduct, responding to concerns and training.

UNITED NATIONS CONVENTION ON THE RIGHTS OF THE CHILD (1989) - The Convention has 54 articles that cover all aspects of a child's life and set out the civil, political, economic, social and cultural rights that all children everywhere are entitled to. It also explains how adults and governments must work together to make sure all children can enjoy all their rights.

Every child has rights, whatever their ethnicity, gender, religion, language, abilities or any other status. The convention tells us that all children have the right to be protected from all forms of abuse at all times.

CHILDREN (SCOTLAND) ACT 1995 - Section 5(1) of the Act states that a person aged 16 or over, who has control of a child has a duty to do all that is reasonable in the circumstances to safeguard a child's health, development and welfare. The Act states that this includes giving consent to any surgical, medial or dental treatment or procedure where the child is not able to give such consent on his own behalf; and it is not within the knowledge of the person that a parent of the child would refuse to give the consent in question.

PROTECTION OF CHILDREN (SCOTLAND) ACT – This Act requires Scottish Ministers to maintain a list of persons disqualified from working with young people. The Act tells us that organisations must check that those individuals (paid or unpaid) working in a 'child care position' are not on the List. This has implications for the way an organisations recruits employees and volunteers and enters in to contracts for service with freelance staff for the purpose of 'work' with children and young people.

In the context of the Act 'work' is defined as follows:

The definition of work for the purposes of this Act is very broad. It applies to more than just paid employment. It includes any kind of work, whether paid or unpaid, whether under a contract of service or apprenticeship, under a contract for services, or otherwise than under a contract. It also includes an office holder under legislation and caring for or supervising children whilst participating in any other organized activity. The definition of work therefore covers the public, private, voluntary and volunteering sectors.

The provisions of the Act are as follows:

- The Act provides for Scottish Ministers to keep the Disqualified from Working with Children List.
- An individual working with children, whether paid or unpaid, is to be referred to the List when they have harmed a child or put a child at risk of harm and have been dismissed or moved away from contact with children as a consequence.
- Organisations will have a duty to refer people to the List backed up by an offence for failing to make referrals.
- The List will include those convicted of an offence against a child, when the court considers them to be unsuitable to work with children.
- Those on the List (other than provisionally) will commit a criminal offence if they apply to or work with children.
- It will be an offence for an organisation to knowingly employ a person to work with children if that person is on the List (other than provisionally).
- Safeguards for the individual are included in the Act including the right to appeal to a sheriff.
- The fact that someone is on the List will be released as part of a Disclosure available from Disclosure Scotland.
- The List helps to strengthen the safeguards already in place to protect children.

CHILDREN AND YOUNG PEOPLE'S (SCOTLAND) ACT 2014 - The Children and Young People's (Scotland) Act 2014 makes provision in relation to aspects of children's services as to:

- The rights of children and young people.
- Investigations by the Commissioner for Children and Young People in Scotland.
- Services and support for or in relation to children and young people. Provision of named persons.
- Protecting Children and Young People:
- Guidance for the Voluntary and Independent Sectors
- The establishment and maintenance of an adoption register.
- Children's hearings, detention in secure accommodation and consultation on certain proposals in relation to schools; and for connected purposes.

THE DATA PROTECTION ACT 1998 – The Act covers how personal information about living, identifiable people is to be protected. All organisations that hold or process personal data must comply. The Act requires that data is gathered and processed fairly, is held securely and is used solely for the purpose for which it was collated.

Data controllers must be aware of the protections and safeguards which are afforded by the Act but must also be aware of the wider context. For example, the Act is interpreted in the light of Article 8 of European Convention on Human Rights which guarantees the right of each person to respect for his private and family life, his home and his correspondence, as well as any relationship of confidentiality. At the same time those holding such information must balance the rights and freedoms of

others, the interests of public safety, the protection of health and morals and the prevention and detection of crime all of which may relate to protecting children, so that there may be circumstances in which the disclosure of information, which would ordinarily be protected, is necessary and justifiable.

Appendix 2 – Aspen Outdoors Ltd Participant Consent Form (Duke of Edinburgh’s Award)

For participants under the age of 18 this form should be completed by the parent / guardian. This form seeks consent for participating in the activities of Aspen Outdoors Ltd.

Participant details	
Name of Participant	
Address and postcode	
Telephone number	
Mobile Number	
Email Address	
Date of Birth	
Gender (Male or female)	
What level of the Duke of Edinburgh’s Award do you want to do? (Bronze, Silver or Gold)	
Have you completed a Duke of Edinburgh’s Award already (Bronze, Silver, Gold)	Edofe number:
Medical Conditions (please describe any medical conditions and medicines taken by the participant; e.g. allergies, diabetes, asthma)	
Name and contact details of Doctor (GP)	Name: Tel Number: Address:

Activities (see accompanying participant pack for more information on the activity, where to meet, what to take, transport arrangements and details of our Base Contact)	
Activity Details	Leader in charge
<i>24/4/2017 – Mugdock Country Park, 10am to 2pm. Navigation practice.</i>	<i>Alastair Ewen, Aspen Outdoors Ltd, Director 07427326697</i>
<i>13th and 15th of May 2017 – Practice Expedition, Arran, Lochranza. Drop off at Ardrossan ferry terminal at 8am. Pick up at Ardrossan ferry terminal at 6pm on 15th</i>	<i>Alastair Ewen, Aspen Outdoors Ltd, Director 07427326697</i>
If the participant is unable to attend any of these dates please note which ones here	

Parent / Guardian Details (to be completed if the participant is under 18 years)	
Name of Parent or Guardian	
Relationship to participant	
Address and postcode (if different from above)	
Email Address	
Telephone number	
Mobile number	

Emergency Contact	
Emergency Contact (please indicate whether the above mentioned parent / guardian is the emergency contact for all the activities set out in this consent form)	YES / NO If NO Please complete the fields below
Emergency contact person	
Relationship to participant	
Telephone number	
Mobile number	
Email Address	

Agreement – For participants under the age of 18 this agreement should be completed by the parent / guardian. For participants over 18 years old the participant gave complete the agreement.	
YES / NO	I consent to the participant's photograph and / or video being taken whilst taking part in these activities. I understand that any images take will only be used in a positive way, to promote the Duke of Edinburgh's Award and the activities of Aspen Outdoors Ltd (for example on the company's website and promotional leaflets).
YES / NO	I consent to Aspen Outdoors Ltd being permitted to use the participants contact details to communicate with the participant. I understand that this shall solely be for the purposes of communicating information about these activities.
YES / NO	I consent to the participant taking part in these activities.
Name of person signing the agreement	
Signature	
Date	

Appendix 3 – Code of Conduct

All employees, volunteers and freelance workers shall be required to comply with a Code of Conduct for Working with Children. The code of conduct fulfills the following purpose. It:

- Sets out what behaviour is acceptable and unacceptable
- Defines standards of practice expected from those to whom it applies
- Forms the basis for challenging and improving practice
- Helps to safeguard staff/volunteers by encouraging them to adhere to agreed standards of practice
- Sets out for children and parents/carers the standards of practice which they and the organisation should expect from those who work/volunteer with children.

Aspen Outdoors Ltd supports and requires all members to observe the following standards of practice, including verbal and non-verbal actions when involved in activities with children.

All concerns about breach of this Code of Conduct will be taken seriously and responded to in line with the following policies:

- Procedure for Responding to Concerns about the Conduct of an Employee, Volunteer or Freelance Worker

GOOD PRACTICE

- Make the activities fun, enjoyable and promote fair play.
- Treat all children equally, with respect, dignity and fairness.
- Involve parents/carers wherever possible.
- Build balanced relationships based on mutual trust.
- Include children in the decision-making process wherever possible.
- Always work in an open environment, wherever possible. Avoid private or unobserved situations.
- Put the welfare of each child first before winning or achieving performance goals.
- Be an excellent role model including not smoking or drinking alcohol in the company of children.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Recognise the developmental needs and capacity of children.
- Avoid excessive training and competition, pushing children against their will and putting undue pressure on them.

PRACTICE TO BE AVOIDED

In the context of your role within Aspen Outdoors Ltd the following should be avoided:

- Having 'favourites' - this could lead to resentment and jealousy by other children and could be misinterpreted by others.
- Spending excessive amounts of time alone with children away from others.
- Entering children's tents (or bedrooms) on trips away from home, unless in an emergency situation or in the interest of health and safety. If it is necessary to

enter rooms, knock and say that you are coming in. The door should remain open, if appropriate.

- Where possible, doing things of a personal nature for children that they can do for themselves.

UNACCEPTABLE PRACTICE

In the context of your role within Aspen Outdoors Ltd, the following practices are unacceptable:

- Engaging in sexually provocative games, including horseplay.
- Engaging in rough or physical contact unless it is permitted within the rules of the game or competition.
- Forming intimate emotional, physical or sexual relationships with children.
- Allowing or engaging in touching a child in a sexually suggestive manner.
- Allowing children to swear or use sexualised language unchallenged.
- Making sexually suggestive comments to a child, even in fun.
- Reducing a child to tears as a form of control.
- Allowing allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Inviting or allowing children to stay with you at your home.
- Sharing a room alone with a child.

Sign-up:

I have read and agree to abide by this Code of Conduct

I have also read and agree to abide by the Aspen Outdoor's Ltd Child Protection policy and procedures.

Name of employee, volunteer or freelance worker	
Date signed:	

Appendix 4 – Record of Concern Form

This form must be used to record a child protection. It may also be used to report a concern about the misconduct of an employee, volunteer or freelance worker in respect to a child.

The form should be completed as soon as possible after receiving information that causes concern about the welfare or protection of a child (for the purpose of clarity this means on the day the disclosure and no later). The form must be passed tot he Child Protection Officer without delay.

Remember If the child is in immediate harm take action to protect the child from harm and contact the police immediately.

Aspen Outdoors Ltd – Record of Concern Form

1. Child's details

Name	
Date of birth	
Tel Number	
Address	

2. Details of person recording concerns

Name	
Position / Role	
Tel Number	
Address	
Date the form is completed	

4. Details of the incident giving rise to concerns (including date, time, location, nature of concern, who, what, where, when, why)

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5. Details of Injuries (including all injuries sustained, location of injury and action taken)

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