

Epic Camps Safeguarding Policy

Organisation: Epic Camps & Rugby Minis
Approved By: David Marwick & Ali Marwick
Date Adopted: May 2026
Review Date: May 2027
Version: 3.0

1. Policy Statement

Epic Camps & Rugby Minis are fully committed to safeguarding and promoting the welfare of all children and young people attending our camps, classes and activities.

We believe every child has the right to participate in activities within a safe, secure and supportive environment where they feel valued, respected and protected from harm.

Safeguarding is everyone's responsibility. All staff, volunteers, contractors and visitors working on behalf of Epic Camps & Rugby Minis have a duty to protect children, identify concerns and take immediate action where there is concern for a child's safety or wellbeing.

We operate a zero-tolerance approach to abuse, neglect, exploitation or inappropriate behaviour towards children.

The welfare of the child is always our primary consideration.

2. Purpose

The purpose of this policy is to:

- **Protect children attending our camps and classes from harm**
 - **Ensure all adults understand their safeguarding responsibilities**
 - **Establish clear reporting procedures for safeguarding concerns**
 - **Promote a culture of vigilance and child protection**
 - **Ensure compliance with current safeguarding legislation and best practice**
 - **Provide a safe environment for all children attending our provision**
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3. Scope

This policy applies to:

- **Permanent employees**
- **Temporary camp staff**
- **Self-employed coaches**
- **Volunteers**

- **Contractors**
- **Visitors attending our venues**
- **Anyone working on behalf of Epic Camps & Rugby Minis**

This policy applies whenever we are delivering holiday camps, sports coaching, childcare provision, after-school activities or educational programmes.

4. Legal Framework

This policy is written in accordance with current UK safeguarding legislation and statutory guidance including:

- **Keeping Children Safe in Education (KCSIE)**
- **Working Together to Safeguard Children**
- **The Children Act 1989 and 2004**
- **The Safeguarding Vulnerable Groups Act 2006**
- **The Statutory Framework for the Early Years Foundation Stage (EYFS)**
- **Prevent Duty Guidance under the Counter-Terrorism and Security Act 2015**
- **Data Protection Act 2018**
- **UK GDPR**

This policy will be reviewed annually or sooner if legislation changes.

5. Safeguarding Leadership

We maintain a clear safeguarding structure to ensure the welfare of all children remains the highest priority at all times.

Our safeguarding team is made up of trained safeguarding leads who are responsible for overseeing child protection procedures and responding appropriately to any safeguarding concerns.

Designated Safeguarding Lead (DSL)

Ali Marwick

Deputy Designated Safeguarding Leads (DDSL)

David Marwick

Amy Raw

Charlie McKeurtan

At least one trained safeguarding lead will always be present on site or immediately contactable during all operating hours.

The safeguarding team is responsible for:

- **Responding appropriately to safeguarding concerns or disclosures**
- **Supporting staff with safeguarding matters**
- **Recording safeguarding incidents accurately and confidentially**
- **Liaising with parents, schools and external agencies where appropriate**



- **Making referrals to Children's Social Care, MASH, the Local Authority Designated Officer (LADO) or other agencies when required**
- **Ensuring safeguarding procedures are followed consistently across all sites**
- **Promoting a strong safeguarding culture throughout the organisation**

All staff must understand who the safeguarding leads are and report concerns immediately.

6. Responsibilities of All Staff

All staff working for Epic Camps & Rugby Minis must:

- **Put children's welfare first**
- **Maintain professional boundaries at all times**
- **Remain vigilant to signs of abuse or neglect**
- **Report concerns immediately to a safeguarding lead**
- **Complete safeguarding training before working with children**
- **Follow all safeguarding procedures**
- **Record incidents accurately**
- **Treat all safeguarding matters seriously**
- **Act in the best interests of the child at all times**

Failure to follow safeguarding procedures may result in immediate removal from duties.

7. Recognising Abuse

Staff should remain alert to signs of abuse, neglect, exploitation or any concern affecting a child's welfare.

Abuse may include:

Physical Abuse

Deliberately causing physical harm including hitting, shaking, burning, poisoning or other physical injury.

Emotional Abuse

Persistent emotional harm that negatively impacts a child's emotional development, confidence or wellbeing.

Sexual Abuse

Forcing or encouraging a child to participate in sexual activities, including online abuse and non-contact abuse.

Neglect

Failure to meet a child's physical or emotional needs including food, supervision, medical care or emotional support.

8. Signs of Possible Abuse

Staff should remain vigilant for:

- **Unexplained injuries**
- **Sudden changes in behaviour**
- **Withdrawal or unusual anxiety**
- **Fear of certain adults**
- **Poor hygiene or repeated hunger**
- **Frequent unexplained absences**
- **Sexualised behaviour inappropriate for age**
- **Significant changes in mood**
- **Comments made by a child causing concern**
- **Signs of bullying or intimidation**

No single sign proves abuse, but concerns must always be reported.

9. Responding to a Disclosure

If a child makes a disclosure, staff must:

- **Stay calm**
- **Listen carefully**
- **Never promise confidentiality**
- **Reassure the child they have done the right thing**
- **Avoid asking leading questions**
- **Record exactly what was said**
- **Report immediately to the safeguarding lead**

Staff must never investigate concerns themselves.

10. Reporting Concerns

Any staff member with a safeguarding concern must report immediately to the DSL or DDSL.

A written safeguarding record should include:

- **Date and time**
- **Factual description of concern**
- **Exact words used where relevant**
- **Names of individuals involved**
- **Action taken**

Where necessary we may contact:

- **MASH (Multi Agency Safeguarding Hub)**
- **Children's Social Care**
- **Police**

- **Local Authority Designated Officer (LADO)**

Child welfare always overrides confidentiality.

11. Early Help

We recognise the importance of identifying concerns early and working collaboratively with families and relevant agencies before concerns escalate.

Where concerns are identified, we may work with parents, schools or external agencies to provide appropriate support at the earliest opportunity.

12. Child-on-Child Abuse

We recognise that children can abuse other children.

This includes:

- **Bullying**
- **Physical aggression**
- **Sexual harassment**
- **Sexual violence**
- **Inappropriate touching**
- **Coercive behaviour**
- **Cyberbullying**
- **Intimidation**

These behaviours will never be dismissed as normal childhood behaviour.

All incidents will be managed appropriately.

13. Online Safety

We recognise the risks children face online.

This includes:

- **Cyberbullying**
- **Exposure to inappropriate content**
- **Online grooming**
- **Sharing inappropriate images**
- **Social media misuse**
- **Exploitation through online platforms**

Staff must supervise technology use appropriately.

Personal devices must never be used to photograph children.

Only authorised company devices may be used where parental consent exists.

14. Child Criminal Exploitation (CCE) & Child Sexual Exploitation (CSE)

We recognise that children may be vulnerable to exploitation.

Staff remain vigilant for signs including:

- Sudden behavioural changes
- Unexplained gifts or money
- Secretive behaviour
- Association with concerning adults
- Drug-related concerns
- Signs of coercion or manipulation

All concerns must be reported immediately.

15. Prevent Duty & Radicalisation

We have a duty to protect children from radicalisation and extremist influences.

Potential indicators include:

- Sudden change in beliefs
- Extreme views or behaviours
- Justifying violence
- Accessing extremist material
- Isolation from peers

Any concerns must be reported immediately.

16. Mental Health & Wellbeing

Mental health concerns can sometimes indicate wider safeguarding concerns.

If staff notice concerning behaviour they must:

- Record concerns
 - Inform a safeguarding lead
 - Monitor behaviour appropriately
 - Escalate concerns where necessary
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17. Low-Level Concerns About Adults

We take low-level concerns seriously.



Examples include:

- **Inappropriate language**
- **Boundary issues**
- **Favouritism towards children**
- **Inappropriate communication**
- **Unprofessional conduct**

All concerns must be reported immediately.

18. Allegations Against Staff

If an allegation is made against a staff member:

- **The DSL will be informed immediately**
- **The Local Authority Designated Officer (LADO) will be contacted where required**
- **The individual may be suspended pending investigation**
- **We will fully cooperate with external agencies**

Child safety remains the priority.

19. Visitors & Contractors On Site

Any visitors, contractors or third parties attending our venues may be challenged by staff where appropriate.

No visitor should have unsupervised access to children unless appropriate safeguarding checks have been completed.

Staff must remain aware of unknown adults on site and report any concerns immediately.

20. Collection Procedures

Children will only be released to authorised adults listed on our booking system.

Where collection arrangements change unexpectedly, staff will verify arrangements directly with the parent or guardian before releasing a child.

If collection arrangements cause concern, safeguarding procedures will be followed immediately.

No child will be released where staff believe collection arrangements present a risk to the child.

21. Whistleblowing

All staff have a duty to raise concerns regarding unsafe practice.

Concerns regarding poor safeguarding practice, unsafe conduct or management decisions will be treated seriously and confidentially.

22. Safer Recruitment

We follow safer recruitment procedures including:

- **Application screening**
- **Interview process**
- **Reference checks**
- **Enhanced DBS checks**
- **Right to work checks**
- **Safeguarding induction**
- **Ongoing training**

No staff member works unsupervised without appropriate checks being completed.

23. Staff Training

All staff complete safeguarding training and induction before working independently with children.

Training includes:

- **Child protection awareness**
- **Reporting procedures**
- **Professional boundaries**
- **Behaviour management**
- **Emergency procedures**
- **Operational procedures specific to our camps and classes**

Refresher training and safeguarding updates are provided regularly throughout the year.

At least one appropriately trained first aider will always be present during operating hours.

24. Confidentiality & Record Keeping

Safeguarding records are:

- **Kept securely**
- **Shared only on a need-to-know basis**
- **Stored in accordance with GDPR requirements**
- **Maintained accurately and factually**

Child safety overrides confidentiality where required.

25. Use of Mobile Phones & Photography



Staff may not use personal devices to photograph children.

Photographs will only be taken where parental consent has been provided.

Only authorised company devices may be used.

All images will be stored securely.

26. Key Contact Numbers

MASH (Children's Services)
0345 050 7666

Emergency Out of Hours
0800 833 408

Police Non-Emergency
101

Emergency Services
999

NSPCC Helpline
0808 800 5000

Ofsted
0300 123 1231

Anti-Terrorism Hotline
0800 789 321

27. Policy Monitoring & Review

This policy is reviewed annually or sooner where:

- **Legislation changes**
- **Operational procedures change**
- **Safeguarding incidents identify the need for review**

We are committed to maintaining the highest safeguarding standards and continuously reviewing procedures to ensure children remain safe at all times.

Signed: *Amarwick*

Ali Marwick,
Director
Date Signed- 14th May 2026