



Roar Trails Safeguarding Children & Child Protection Policy

Policy checking table

Effective Date:	September 2026
Responsible post holder:	Designated Safeguarding Lead (DSL)
Approved by:	Directors / SLT
Review frequency:	At least annually and sooner where required
Next Review:	September 2027

Introduction

ROAR Trails LTD (the Company) provides inclusive access to sport, learning and outdoor activities, including outdoor sports and bushcraft-based learning programmes. Activities are organised according to individual need, competence, maturity and assessed risk. The Company is committed to protecting the safety, welfare, dignity and privacy of every child and young person.

The Company is registered at Dancy's Barn, Littleton Lane, Godalming, Surrey, GU3 1HW. Company Number: 13714993.

This policy applies to all staff, managers, directors, trustees, volunteers, students, contractors, agency workers and any other person working on behalf of or representing the Company.

For this policy, a child means anyone under the age of 18.

Purpose and Scope

ROAR Trails recognises that safeguarding is everyone's responsibility. The purpose of this policy is to protect children from abuse, neglect and other harm; promote their welfare; provide clear procedures for recognising and responding to concerns; and ensure effective partnership working with commissioning schools, local authorities and other safeguarding agencies.

This policy applies to all Company activities and settings, including outdoor and bushcraft provision, one-to-one and small-group work, off-site activities, transport arrangements where provided or supervised by the Company, and activities undertaken in remote or public locations.

Safeguarding Principles

- Every child should be protected from abuse, neglect, exploitation and avoidable harm.
- Safeguarding is everyone's responsibility and staff must act on concerns rather than assuming someone



else will do so.

- The child's welfare and voice are central to safeguarding decisions.
- ROAR Trails will promote an inclusive, anti-discriminatory and child-centred culture and will

challenge racism, discrimination and harmful behaviour.

- Children may experience multiple and overlapping harms; staff should consider the wider context of a child's life.
- Information will be shared lawfully, proportionately and promptly where necessary to safeguard a child.
- Staff must maintain appropriate professional boundaries and must never engage in behaviour that could place a child at risk.

Designated Safeguarding Lead and Deputy

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The DSL has lead responsibility for safeguarding arrangements, safeguarding records, referrals, liaison with commissioning organisations and external safeguarding agencies, and ensuring staff receive appropriate safeguarding induction and training.

The DDSL supports the DSL and acts on safeguarding concerns when the DSL is unavailable. Staff will be informed of any changes to the DSL/DDSL arrangements.

If neither the DSL nor DDSL is available and a child is at risk, staff must act to protect the child and contact the appropriate emergency or children's social care service without waiting for internal approval.

Alternative Provision and Commissioning Responsibilities

ROAR Trails recognises that, where a child is placed with a non-school alternative provision provider by a school or other commissioning organisation, the commissioning organisation retains its safeguarding responsibilities for the child. ROAR Trails will work in partnership with the commissioning school, academy, college or local authority and will not assume that placement with ROAR Trails transfers the commissioning organisation's safeguarding responsibilities.

Before or at the start of a placement, ROAR Trails will seek sufficient safeguarding and welfare information from the commissioner to assess whether the placement can be provided safely. This may include relevant safeguarding, SEND, medical, behavioural, attendance and risk information where lawfully necessary and proportionate.

ROAR Trails will provide appropriate safeguarding assurance to commissioners, including information about its DSL arrangements, staff suitability checks, safeguarding procedures and relevant policies.



ROAR Trails will promptly inform the commissioning organisation of safeguarding concerns, significant incidents, allegations, unexplained absence, changes in circumstances or staffing that could affect a child's safety, subject to lawful information-sharing requirements.

ROAR Trails will contribute to safeguarding meetings, reviews, early help, child protection processes and multi-agency work when requested or required.

Where ROAR Trails considers that a placement can no longer be delivered safely, this will be raised promptly with the commissioning organisation and the placement will be reviewed.

Staff Induction, Training and Professional Conduct

All staff must receive safeguarding information and induction before working with children. Staff must know the identity and contact details of the DSL/DDSL, how to report concerns, how to respond to a disclosure and how to act in an emergency.

All staff must read and follow the safeguarding information applicable to them, including Keeping Children Safe in Education 2026 Part One where applicable to their role. Safeguarding training will be refreshed at appropriate intervals and whenever significant changes to guidance or local procedures require it.

Staff using CPOMS will receive appropriate training and role-based access. Safeguarding records must be accurate, factual, timely and confidential.

Staff must maintain professional boundaries. Personal contact details, personal social-media accounts and private messaging services must not be used to develop inappropriate relationships with children. Any necessary electronic communication must use approved professional channels.

Recognising Abuse and Harm

Children may be vulnerable to physical abuse, emotional abuse, sexual abuse, neglect, domestic abuse, coercive or controlling behaviour, child sexual abuse, child criminal exploitation, child sexual exploitation, trafficking, modern slavery, FGM, forced marriage, honour or faith-based abuse, bullying, sexual harassment, sexual violence, harmful sexual behaviour, online abuse, self-harm, serious violence and other forms of exploitation or harm.

Staff must remain alert to changes in behaviour, presentation, attendance, relationships, online activity and circumstances. A concern does not need to be proven before it is reported.

Staff should consider contextual safeguarding, including risks arising in peer groups, community locations, online environments, transport routes and other places outside the immediate Company setting.

Responding to a Safeguarding Concern or Disclosure

If a child is in immediate danger or there is an immediate risk of serious harm, staff should call 999 and then contact the DSL as soon as practicable.

For other safeguarding concerns, staff must report the concern to the DSL/DDSL as soon as practicable and, wherever possible, by the end of the same working day.



When a child makes a disclosure, staff should listen calmly, take the child seriously, avoid leading or investigative questions, avoid promising secrecy, explain that information may need to be shared to keep them safe, and record the concern accurately.

The written record should include the date, time, location, people present, what was observed or disclosed, the child's words where relevant, action taken and the name of the person receiving the concern. Staff should distinguish fact from opinion.

The DSL will decide whether a referral or further action is required. Where appropriate, this may include children's social care, police, the Local Authority Designated Officer (LADO), health services or the commissioning organisation.

Staff must not investigate a safeguarding allegation themselves.

Information Sharing, Confidentiality and Data Protection

Safeguarding information is confidential but confidentiality must not prevent appropriate action to protect a child. ROAR Trails will follow the current statutory information-sharing guidance and applicable data protection law.

Information will be shared lawfully, proportionately, securely and on a need-to-know basis. Consent will be sought where appropriate, but staff must not allow the absence of consent to prevent necessary safeguarding action where information can lawfully be shared without consent.

The Company will maintain appropriate safeguarding records and retain them securely. Safeguarding records will be shared with commissioning organisations and relevant agencies where necessary and lawful.

Staff who are unsure whether information should be shared must seek advice from the DSL, unless doing so would delay urgent action required to protect a child.

Records and CPOMS

ROAR Trails uses CPOMS to record and manage safeguarding concerns, behavioural incidents, relevant accidents and other welfare information where appropriate.

Access to safeguarding records will be role-based and limited to those who need it. Records should show the concern, actions taken, decisions made, rationale and outcomes. Records must not be altered in a way that obscures the original information.

Safeguarding records will be handled in accordance with the Company's data protection and retention arrangements.

Allegations Against Adults

Any allegation or concern that an adult working for or connected with ROAR Trails has harmed, may have harmed, or may pose a risk of harm to a child must be reported immediately to the DSL or, where the concern relates to the DSL, to the appropriate senior person and/or directly to the LADO or other relevant authority as required.



The DSL will follow the relevant Surrey safeguarding and LADO procedures. The Company will not undertake an investigation where this could interfere with a police or children's social care process.

Where required, the Company will consider suspension or other protective measures, disciplinary action and referral to the Disclosure and Barring Service (DBS) or another regulatory body.

The safety and welfare of children will remain the primary consideration while ensuring that adults involved are treated fairly and lawfully.

Low-Level Concerns

ROAR Trails will maintain a culture in which staff can report behaviour that falls below the threshold of an allegation but may indicate a breach of professional boundaries or the expected code of conduct.

Low-level concerns must be reported to the DSL or appropriate senior person. They will be recorded, reviewed and monitored for patterns. A concern may be escalated if information indicates that the harm threshold may have been met.

Staff must also report concerns about the safeguarding culture or practice of the Company through the whistleblowing arrangements.

Whistleblowing

Any person who believes that safeguarding practice within ROAR Trails is inadequate, has not been acted upon appropriately, or involves the DSL or senior management may raise the concern with an appropriate senior person, the commissioning organisation, Surrey safeguarding arrangements, the LADO, children's social care, police or another appropriate external body.

Staff will not be penalised for raising a genuine safeguarding concern in good faith.

Safer Recruitment and Suitability

ROAR Trails will operate safer recruitment arrangements appropriate to the role and activity undertaken. Checks will be completed in accordance with current legislation and guidance before an individual undertakes regulated activity where required.

- Verification of identity and right to work where applicable.
- Appropriate references and consideration of employment history and gaps.
- Appropriate DBS checks, including barred-list checks where legally required.
- Consideration of overseas information where applicable.
- Verification of relevant qualifications and professional requirements where relevant.
- Assessment of suitability for working with children.
- Appropriate checks and supervision for volunteers, contractors, agency workers and other adults who may have contact with children.
- Secure recording of completed checks and decisions.

ROAR Trails will provide commissioning organisations with appropriate assurance about staff suitability and



safeguarding checks. No person will be permitted to undertake duties for which legally required suitability checks have not been completed unless the law and the risk assessment expressly permit this and suitable safeguards are in place.

Outdoor Activities, Supervision and Lone Working

Outdoor and adventurous activities will be planned with safeguarding, health and safety and welfare considered together. Appropriate risk assessments, activity plans and emergency procedures will be in place.

- Staffing levels will be determined by the activity, group, individual needs, competence, location and assessed risk.
 - Remote locations and activities involving water, fire, tools, animals or other hazards will have specific risk controls.
 - Dynamic risk assessment will be used where circumstances change.
 - Children will be supervised in accordance with the agreed plan.
 - Staff will know how to raise an alarm and obtain emergency assistance in remote locations. •
- Missing-child and lost-person procedures will be understood by staff.

Lone working with children will only take place where it has been specifically risk assessed and approved. The risk assessment will consider the child's needs, location, communications, emergency arrangements, professional boundaries and allegations risk. One-to-one work must be transparent and professionally appropriate.

Where the planned staffing arrangement cannot be maintained, staff must reassess whether the activity can continue safely and inform the appropriate manager/DSL and commissioning organisation where relevant.

First Aid, Medical Needs and Emergencies

Any accident, injury or medical incident involving a child must be reported through the Company's incident arrangements and, where relevant, CPOMS and the DSL.

Staff must follow relevant medical information, individual healthcare plans and emergency procedures supplied by the commissioning organisation or parent/carer. Medical information will be shared only where necessary and lawful.

Safeguarding concerns may arise where a child's medical needs are not being appropriately met, where there is suspected neglect, or where a child's health creates additional vulnerability. Such concerns must be reported to the DSL.

Behaviour, Physical Intervention and Positive Handling

Staff will use calm, proportionate and restorative approaches to behaviour. De-escalation and



prevention should be used wherever possible.

Physical intervention must only be used where lawful and reasonably necessary to prevent immediate harm or serious damage, using the minimum force necessary and proportionate to the circumstances.

Any physical intervention must be recorded promptly and reported to the DSL. The incident should be reviewed and, where appropriate, shared with parents/carers and the commissioning organisation in accordance with agreed arrangements.

Physical intervention must never be used as punishment or for staff convenience.

Child-on-Child Abuse

ROAR Trails recognises that children can harm other children. This includes bullying, cyberbullying, sexual harassment, sexual violence, harmful sexual behaviour, physical assault, discriminatory abuse, initiation or hazing, coercive behaviour and sharing intimate images.

All such concerns must be taken seriously and reported to the DSL. Staff must not dismiss behaviour as 'banter', 'falling out' or 'part of growing up'.

The DSL will consider the immediate safety of all children, the needs and views of those affected, information from the commissioning organisation and whether children's social care or police involvement is required.

Attendance, Absence and Children Missing from Education

Unexplained or repeated absence from ROAR Trails may be a safeguarding indicator and may be associated with neglect, exploitation, mental health difficulties, substance misuse, FGM, forced marriage, honour-based abuse, child criminal exploitation or other risks.

Before sessions, attendance arrangements will be confirmed. If a child does not arrive as expected, the agreed parent/carers and commissioning organisation notification procedure will be followed.

ROAR Trails will not assume responsibility for determining a child's legal CME status. The Company will promptly share relevant attendance concerns with the commissioning school or local authority and will support appropriate safeguarding action.

The DSL will monitor patterns of absence and raise concerns with relevant agencies where appropriate.

SEND, Vulnerability and Inclusive Safeguarding

ROAR Trails recognises that children with SEND, communication difficulties, disabilities, neurodivergence or other vulnerabilities may communicate concerns differently or face increased safeguarding risks.

Staff will adapt communication and safeguarding responses to the child's needs. The child's communication method, sensory needs, accessibility and ability to understand or report harm will be considered when planning support.



Staff will work with the commissioning organisation and relevant professionals to understand additional vulnerabilities and reasonable adjustments.

Digital Safety, Photography and Social Media

ROAR Trails recognises the risks associated with online communication, image sharing, cyberbullying, grooming, exploitation and inappropriate contact.

Staff must not use personal social media accounts or private messaging to communicate inappropriately with children. Any digital communication must be professional, necessary, transparent and through approved channels.

Where photographs or video are taken, ROAR Trails will follow its photography and data protection arrangements, obtain appropriate permissions where required, explain intended use and store images securely. Images of children must not be shared inappropriately.

Members of the public attending activities will be asked not to photograph children without appropriate permission.

Safeguarding at Events and Activities

The DSL or appointed responsible person will ensure that safeguarding arrangements are considered as part of activity planning. Relevant risk assessments, emergency procedures, supervision plans and safeguarding arrangements will be communicated to staff.

Where parents/carers attend activities, the respective supervision responsibilities will be clearly communicated. ROAR Trails retains responsibility for children while they are participating in activities provided or supervised by the Company.

Partnerships and Multi-Agency Working

ROAR Trails will work constructively with commissioning schools, local authorities, children's social care, police, health services, safeguarding partners, the LADO and other relevant agencies.

The Company will contribute relevant information to safeguarding assessments, meetings, reviews and plans. Staff will recognise that effective safeguarding requires timely information sharing and coordinated action.

ROAR Trails will follow relevant Surrey Safeguarding Children Partnership procedures and local referral arrangements.

Prevent, Exploitation and Other Specific Risks

Staff must remain alert to risks including radicalisation, extremism, child criminal exploitation, county lines, child sexual exploitation, trafficking, modern slavery, serious violence, substance misuse, online harms, FGM, forced marriage and honour or faith-based abuse.



Where a concern arises, staff must report it to the DSL. The DSL will consider the appropriate referral pathway and any need for multi-agency action.

Related Policies and Procedures

- Data Protection and Privacy Policy
- First Aid and Medical Policy
- Health and Safety Policy
- Risk Assessment and Outdoor Activities Procedures
- Behaviour/Positive Handling Policy
- Photography and Image Policy
- Staff Code of Conduct
- Safer Recruitment Procedure
- Whistleblowing Procedure
- Complaints Procedure
- Attendance and Absence Procedures
- Missing Child/Lost Person Procedure
- Emergency and Incident Procedures

Legislative and Guidance Framework

This policy has been developed with reference to the following current legislation and statutory or non-statutory guidance applicable to ROAR Trails and its provision:

- Keeping Children Safe in Education 2026.
- Working Together to Safeguard Children 2026.
- Information sharing to safeguard children and young people – statutory guidance, updated September 2026.
- Non-school alternative provision: voluntary national standards, Department for Education, 2025.
- Children Act 1989.
- Children Act 2004.
- Education Act 2002, where applicable.
- Equality Act 2010.
- Data Protection Act 2018 and UK GDPR.
- Relevant safeguarding, DBS and safer recruitment legislation and guidance.



- Relevant Surrey Safeguarding Children Partnership and Surrey County Council safeguarding procedures.

The policy will be reviewed when statutory guidance or legislation changes and at least annually.