

JUNIOR ADVENTURES GROUP UK

SAFEGUARDING

Policy Document

September 2025

Child Safe Practices at Junior Adventures Group



Child Safe Perimeter: Keeping Children Safe

We surround every child with safety through strong, embedded protections:



Recruitment

We only engage safe and suitable people through robust screening and checks.



Policies & Procedures

Our global suite of safeguarding policies and procedures guides our practice.



Training & Induction

All JAG people complete role-specific child safe training and refreshers annually.



Oversight & Accountability

Leaders regularly visit services to coach, check, and verify safe practice.



We believe that safeguarding is everyone's job—every visit, every conversation, every day.

If you see something, hear something or feel something: **Speak up and report it.**



Rule of 3

No educator alone with a child



No Personal Devices

While working with children



Professional Boundaries

Friendly, not personal

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JAG Lead DSL Team - Key Contacts

	Name	Contact information
Lead Designated Safeguarding Lead (DSL)	Mekila Kelly	Safeguarding@junioradventuresgroup.co.uk
Deputy Designated Safeguarding Lead	Vicky Sales	SENDSCO@junioradventuresgroup.co.uk
Deputy Designated Safeguarding Lead	Emma Harrison	SENDSCO@junioradventuresgroup.co.uk
Safeguarding Governor/Director	Craig Jones	Craig.jones@junioradventuresgroup.co.uk

The JAG UK Safeguarding & Inclusion team would like to introduce you to S.A.F.E – S.A.F.E is the JAG UK safeguarding mascot he promotes JAG as clubs which provide.

Safe

And

Fun

Experiences


Look out for S.A.F.E in our clubs



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Policy author:	Mekila Kelly – Head of Safeguarding & Welfare
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Policy Statement

JAG recognises its duty of care and is committed to safeguarding from harm and promoting the wellbeing of all children attending our clubs. JAG believes everyone has 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. JAG will give equal priority to keeping all children safe regardless of their age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation. JAG recognises that some children are additionally vulnerable because of the impact of discrimination, previous experiences, their level of dependency, communication needs or other issues.




All JAG policies and ways of working are always in place to keep the children, our colleagues, our clubs, and partners safe. JAG reviews its policies and procedures at regular intervals (at least annually), and these are shared with parents and carers via our website.

All JAG colleagues are required to adhere to all obligations and requirements as set out in, but not limited to Early Years Statutory Framework 2025, Keeping Children Safe in Education 2025, Working together to Safeguard Children 2023, Holiday activities and food programme 2025 guidance, SEND Code of Conduct 2014, Health & Safety at Work Act 1974, Children's Act 1989, Crime and Policing Bill 2025 and Online Safety Act 2023. All JAG UK policies are underpinned by all current legislation and guidance.

This policy statement should be read alongside our organisational policies, procedures, guidance and other related documents:

- role description for the designated safeguarding officer
- dealing with disclosures and concerns about a child or young person
- managing allegations against staff and volunteers
- recording concerns and information sharing
- child protection records retention and storage
- code of conduct for staff
- behaviour codes for children
- photography and sharing images guidance
- safer recruitment
- online safety
- anti-bullying
- managing complaints
- whistleblowing
- health and safety
- induction, training, supervision and support
- adult to child supervision ratios



At JAG we believe that:

- children and young people 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 practice in a way that protects them.

At JAG we recognise 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, their parents, 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
- 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

At JAG we will seek to keep children safe by:

- valuing, listening to and respecting them
 - appointing a nominated Lead DSL and Deputy DSL Team and a lead board member for safeguarding
 - adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff
 - developing and implementing an effective online safety policy and related procedures
 - providing effective management for staff through supervision, support, training and quality assurance measures so that all staff know about and follow our policies, procedures and behaviour codes confidently and competently
- recruiting and selecting staff 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: ico.org.uk/fororganisations]
 - making sure that children 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, parents, families and carers appropriately
 - using our procedures to manage any allegations against staff 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 and staff by applying health and safety measures in accordance with the law and regulatory guidance
 - building a safeguarding culture where staff, children and their families treat each other with respect and are comfortable about sharing concerns



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junioradventuresgroup.co.uk

Building *brighter futures* together

JAG Globally has a group commitment to safeguarding children, ensuring that all JAG services globally adhere to the same exacting standards that exceed regulatory requirements.



Statement of Commitment to Safeguarding Children

At Junior Adventures Group, we make this commitment to all children in our care: we will keep you safe and ensure that you feel safe at all times.

This commitment is deeply rooted in our belief that all children have inherent rights, as articulated in the UN Convention on the Rights of the Child, and our corresponding duty to provide special safeguards that protect children and help them thrive and grow with confidence.

As a Group we will maintain the highest standards of safety and wellbeing for every child entrusted to our care, ensuring that our environments are not only nurturing but also secure against any form of harm. We adhere to one safeguarding policy that not just meets, but exceeds, the expectations for child safety and care in each of the communities in which we provide service. We have implemented safeguarding procedures that are continuously updated to align with best practices and emerging learnings. Our service teams receive high quality training and they follow the same rigorous protocols, ensuring consistent and proactive measures are in place to protect all children in our care.

Junior Adventures Group's commitment to safeguarding children and young people is embedded in our organisational culture and every aspect of our programming. It drives our strategic decisions and our collaborations with partners and communities worldwide. By fostering a safe, inclusive and empowering environment, we support the holistic development of children, preparing them to navigate a complex and ever-changing world with resilience and capability.

Our enduring commitment is to create and sustain environments where safety and respect are ingrained, transparency is upheld, and the voices of children (and young people) are heard and valued. This global commitment is integral and underpins our mission of helping today's children navigate their tomorrow.

JAG UK has a legal duty to recognise and respond appropriately to.

- Significant changes in children's behaviour
- Deterioration in a child's general well-being
- Unexplained injury, marks, or signs of abuse
- Signs of neglect
- Comments or disclosures children make which give cause for concern.

If any of the above is recognised in a child, the severity and circumstance will dictate the actions which are taken by JAG following. JAG understands that the most important thing is to do something and not ignore what has presented.

JAG takes any concerns of abuse and allegations very seriously; all are acted on promptly with Local Authorities and their Safeguarding Children Partnership guidelines are followed.

- providing help and support to meet the needs of children as soon as problems emerge
- protecting children from maltreatment, inside or outside the home, including online

Categories of abuse, neglect and exploitation

JAG recognises that there are four broad categories which all abuse sits within and that all abuse can occur in all homes and across all social and economic groups.

The four categories of abuse are defined as; (this is a summary, there are other signs individual to the child)

NEGLECT

- Longstanding and/or severe neglect
- Effect on the child's development
- Non-organic failure to thrive.

Signs/Symptoms

- Constant hunger – stealing or scrounging food
- Constant tiredness
- Poor personal hygiene
- Inappropriate clothing for weather or activities
- Untreated medical conditions and injuries

PHYSICAL

- Deliberate injury to a child or allowing injury.
- Beyond 'reasonable' chastisement
- Poisoning
- Through use of an implement or a physical strike where a mark is left

Signs/symptoms

- Repetitive unexplained or untreated injuries
- Shrinking away from physical contact
- Fears of returning home, undressing and/or medical treatment
- Displaying aggression or bullying
- Unexplained patterns of absence (which may be due to hiding marks or injuries)

SEXUAL

- Sexual exploitation of any kind including watching others and viewing pornographic materials.

Signs/Symptoms

- Sexual awareness inappropriate to the child's age
- Frequent masturbation
- Attempts to engage other children in sexual activity/conversation.
- Displaying aggression, anger, anxiety

(JAG advocates the use of anatomically correct language for identification of body parts to help prevent misunderstands when talking to children)

EMOTIONAL/PSYCHOLOGICAL

- Persistent undermining of a child's self-worth
- Mirror of poor parenting skills
- Including witnessing domestic violence
- harm can include children witnessing the ill-treatment of others and this is particularly relevant when children see, hear or experience domestic abuse and its effects.

Signs/Symptoms

- Continual self-depreciation, self-harm, or mutilation
- Inappropriate responses to events and incidents
- Detachment, social isolation, withdrawal
- Attention seeking behaviours.
- Eating disorders

Areas/Topics of abuse

JAG ensures all staff (agency and temporary staff) are aware of wider safeguarding issues and topics of abuse which may be relevant to the children and families accessing JAG services.

A summary of each of these is given in Appendix A

What to do if you have concerns - Staff responsibilities

JAG recognises safeguarding and child protection is everyone's responsibility; our approach is child-centred and gives priority to the interests and needs of the child. Our staff (including agency and temporary staff) are aware that they should raise all safeguarding concerns with a DSL immediately. When concerned about a child's welfare, they will always act in the child's best interests. Staff (including agency and temporary staff), know and understand JAG's safeguarding processes and the appropriate escalation route.

Our staff (including agency and temporary staff) play a particularly significant role in safeguarding, as they are in a position to observe changes in a child's behaviour or appearance, identify concerns early, provide help for children, promote children's welfare, and prevent concerns from escalating.

All members of staff (including agency and temporary staff) have a responsibility to:

- provide a safe environment in which children can learn and thrive.
- be aware of the indicators of abuse, neglect, and exploitation so that they can identify cases of children who may need help or protection.
- know what to do if a child tells them that they are being abused, neglected, or exploited and understand the impact this can have upon a child.
- be able to identify and act upon indicators that children are, or at risk of developing mental health issues.
- be prepared to identify children who may benefit from early help and understand the early help process and their role in it.
- understand the JAG's safeguarding policies and systems.
- undertake regular and appropriate training which is regularly updated.

Any JAG leader who has any concerns about a child's welfare must not retain this information by keeping it to themselves and maintain an attitude that 'it could happen here.' JAG leaders are expected to record their concerns on an incident log and share this with a JAG lead DSL for advice and guidance on next steps.



Our Designated Safeguarding Team

The JAG Designated Safeguarding Team is made up of a team of **Designated Safeguarding Leads (DSL)**.

Safeguarding@junioradventuresgroup.co.uk



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Lead Safeguarding & Inclusion Partner
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Emma Harrison
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07729122072
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Craig Jones
Community Partnerships Director in Executive
07970 499 197
craig.jones@junioradventuresgroup.co.uk




If you do not feel happy discussing safeguarding with the above named people then please contact your Local Authority. Relevant contact details can be found on the notice board found in every JAG Club (Local Safeguarding Partnership – MASH or LADO)

If a JAG leader is unsatisfied with the advice, guidance, and outcome of the lead DSL team they can challenge this and if they feel it is required, they can contact the local authority Safeguarding Children's Partnership for further advice, guidance or to escalate. JAG clubs are nationwide; each club displays the relevant local authority information on their club information board in the welcome area.

Dealing with a disclosure

A child may make a direct disclosure, if this happens it is paramount that the JAG leader receiving the disclosure responds appropriately. JAG leaders must always act in the best interests of the child, never promise confidentiality, and must share the information disclosed with the JAG Lead DSL team on the day of the disclosure.


JAG is committed to ensuring it meets its responsibilities in respect of child protection by treating any disclosure seriously and sensitively. JAG will not carry out any investigation itself into a suspected child abuse incident and the DSL will refer the case to the MASH/SPA team (or equivalent local authority dependent) within 24 hours.

When dealing with a disclosure take the following steps

- 
- 1** **Listen and stay calm**
 Do not condemn the abuser, do not judge, do not make any promises
 - 2** **Reassure them**
 Reassure the child that you believe them and that they are brave to tell you
 - 3** **Stay with the child**
 Try 'grounding' the child ('grounding' is to draw the child back to a comfortable state of mind through normal conversations)
 - 4** **Report immediately to the JAG Lead DSL team**
safeguarding@junioradventuresgroup.co.uk
 - 5** If advised by the Safeguarding Team, accurately record on an incident log the child's disclosure making clear fact and avoiding opinion and hearsay
 - !** **DO NOT log Safeguarding concerns as an incident on digital registers or systems without consulting with the Designated Safeguarding Team first.**
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If a child is at risk of immediate harm, we will call the police on 999

JAG will assist children's social care and the police, as far as it is able, during any investigation of abuse or neglect. This will include disclosing written and verbal information and evidence.



Where possible, JAG will always respect the wishes of children who do not consent to share confidential information. However, the lack of consent will be overridden if the facts of the case are in the public interest. JAG will always consider the safety and welfare of a child or young person when making decisions to share information about them. Where there is concern that the child is suffering or at risk of suffering significant harm, the child's safety and welfare must be the overriding factor

Third party concerns

If a third-party express concerns that a child is being abused, JAG leaders will encourage the person to report directly to the local authority MASH/SPA team. If the person is not willing to do so, JAG will follow their usual reporting procedures to ensure the information is shared in the best interests of the child.

Multi Agency Safeguarding Hubs (MASH)/Single Point Access (SPA)

Every local authority has a MASH/SPA team (or equivalent local authority dependent), any concern in relation to a child is reportable to the MASH team.

The MASH/SPA team brings together agencies and their information, enables information sharing between services for children so risks to children can be identified early and responded to with effective interventions.

JAG leaders can report their concerns directly to the local authority MASH/SPA (or equivalent) team. JAG clubs are nationwide; each club displays the relevant local authority information on their club information board in the welcome area.

Allegations against JAG Staff (Also see Whistleblowing Policy and Procedures Appendix).

JAG recognises its responsibilities in relation to concerns/allegations which might indicate a person may pose a risk of harm if they continue to work in their present position or in any capacity with children. JAG uses the definitions as set out in Part four of KCSIE where it is alleged a member of staff (including agency and temporary staff), has:

- behaved in a way that has harmed a child, or may have harmed a child and/or
- possibly committed a criminal offence against or related to a child, and/or
- behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children, and/or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children.

Any allegations about staff should be reported to the Lead DSL without delay. Information will be recorded in line with JAG's Managing Allegations procedure and dealt with appropriately in line with Part four of KCSIE and the Local Authorities allegations arrangements, including discussions as necessary with the Local Authority Designated Officer (LADO).

If an allegation of abuse is made against the DSL, the CCEO or Head of HR, will be informed as soon as possible. They will then assume responsibility for the situation or delegate this role to a senior member of staff.

Craig Jones (CCEO) – craig.jones@junioradventuresgroup.co.uk

Nicola Johns (Head of People) – Nicola.johns@junioradventuresgroup.co.uk

If you are worried about sharing concerns with the JAG Lead DSL team you can contact your local Childrens Safeguarding Partnership their contact information is displayed on the information board in the club welcome area. Alternatively, you can call the police on 111 or the NSPCC whistleblowing helpline on 0800 800 5000.

Where any allegations are made involving JAG staff (including agency and temporary staff), JAG has a responsibility and obligation to protect all parties during investigations, either internal or external by other professional bodies.

JAG may decide that during an investigation it is in the best interests of all parties to suspend from all duties the JAG leader is involved in. If it is suitable to do so the JAG leader involved may be relocated or given alternative duties during the investigation. In making this decision the People/HR team will be consulted, and advice will be sought from the LADO, the best interests of all parties will be considered when making this decision.



If you are a JAG leader and an allegation is made against you, you should.

- Stay calm.
- Inform the JAG Lead DSL's
- Follow the instructions and guidance given.
- Seek advice.
- Do not speak to, or confront the accuser/victim
- Be supported by the JAG People/HR team.

JAG takes all allegations seriously and JAG Lead DSLs will seek advice from the LADO in all instances.

JAG has a legal duty to inform the Disclosure & Barring Service of any leaders, regardless of their employment status at the time, of any information which may impact on an individual's suitability to work with children.

Local Authority Designated Officer (LADO)

The LADO is the person who must be notified when there are concerns that a professional or volunteer who works with children has behaved in a way that has harmed a child or may have harmed a child. Or where there is the possibility of a criminal offence against a child being committed.

JAG leaders can report their concerns directly to the local authority LADO. JAG clubs are nationwide; each club displays the relevant local authority information on their club information board in the welcome area.

Safer Working Practise


It is vital that all JAG leaders take all steps to protect themselves from allegations ensuring actions are not misinterpreted and ensure they are not in vulnerable situations.

All JAG leaders are responsible for their own actions and can protect themselves by observing the following practices.




Key principles

- Every effort will be made to avoid or minimise time when members of staff are left alone with a child. If staff are alone with a child, the door of the room should be kept open, and another member of staff should be informed and be within a close distance

- 
- If a child makes inappropriate physical contact with a member of staff, this will be recorded fully on an Incident Report form and sent to Safeguarding@junioradventuresgroup.co.uk
 - Staff will never carry out a personal task for children they can do for themselves. Where this is essential, staff will help a child whilst being accompanied by a colleague.
 - Staff will be mindful of how and where they touch children, given their age and emotional understanding. Unnecessary or potentially inappropriate physical contact will be always avoided
 - All staff will read and agree to the requirements set out in JAGs Staff code of conduct policy
 - JAG leaders to ensure they are always in sight and/or hearing of other leaders or approved personnel
 - Take a register of the children immediately on arrival and collection, signing out to authorised collectors only
 - Always remain outside rooms where children may be alone, doors to remain open
 - Do not engage in play fighting with children
 - Challenge any children using inappropriate language or engaging in inappropriate conversations
 - Encourage children to take care of their own personal routines, do not do for them that they can do themselves
 - Intervene and report any incidents where children may be touching themselves or others inappropriately
 - Never let a child's allegations go unchallenged, unrecorded or not acted upon
 - Do not have favourites, do not single individual children out and do not form 'special' relationships with any children
 - Never make or accept any contact with a child or a friend of a child you know through your employment at JAG through social media, gaming or other platforms
 - No photos, videos, images of children should be taken from JAG electronic devices or removed from site. all images taken of children in JAG must be appropriate to evidence the child's time at club and achievements only, and no photos should be taken of any injuries
 - No JAG leader is to ever use personal devices in club including personal mobile phones, tablets, smart devices, which are to be always locked away in Club Lock Box.

Good practice

All JAG leaders are expected to always demonstrate exemplary behaviour to promote children's welfare and to reduce the risk of being vulnerable to allegations. The following points are examples for JAG leaders on how to create a positive culture.

- 
- Always work in an open environment, avoiding private or unobserved situations
 - Encourage open conversations and have no 'secrets'
 - Treat all children equally, with respect and dignity
 - Always put the welfare of the children first
 - Build balanced, professionally appropriate relationships based on mutual trust which empowers children to share in decision making
 - Implement fun and enjoyable activities which meet the needs and interests of the children and promote fair play

- Be an excellent role model
- Give positive and constructive feedback, rather than negative criticism
- Recognise the developmental needs and capacity of children
- Record all accidents and incidents as per JAG processes

Unacceptable practices

The following is never to be sanctioned by a JAG leader. Never.

- Engage in rough, physical or sexually provocative games
- Allow or engage in any form of inappropriate touching
- Let inappropriate language or conversations go unchallenged
- Make sexually suggestive comments or what you may consider jokes or in fun
- Effect control over a child
- Fail to act upon and record any allegations made by a child or about a child
- Do things of a personal nature for a child which they can do themselves

Incidents that must be recorded/reported

If any of the following incidents occur you must report to safeguarding@junioradventuresgroup.co.uk immediately, at latest by end of the day of the event. All incidents must be recorded fully and accurately on an incident log, a body map and safeguarding chronology where appropriate. The parents of the child involved must be informed, who contacts and informs the parents must be agreed upon with a JAG Lead DSL.

These incidents may be but are not limited to if.

- A JAG leader intentionally or accidentally hurts or injures a child
- A child becomes distressed for any reason related to a JAG leader
- A child appears to become sexually aroused by any actions of others
- A child misunderstands or misinterprets something a JAG leader has said or done

Mobile phones, cameras, tablets and other smart devices

JAG staff (agency and temporary staff) must never use personal devices in club and when with the children attending JAG clubs. All personal devices must be kept securely locked away and not accessible during shifts including smart watches, cameras and any other technology with imaging and sharing capabilities. JAG supplies lockable boxes for the purpose of keeping personal devices secure during operational hours.


It is the overall responsibility of the JAG most senior leader in club at any given time to ensure this procedure is always adhered to without exception. If the JAG leader with overall responsibility feels it necessary, they can request for personal devices to be signed in and out in a logbook.

Any photos or videos taken of the children must only be done so in a respectable way, to evidence the activities implemented by the club, the children's engagement in activities and experiences or the child's development and only when parents have provided prior consent on the child record form. Under no circumstance must JAG leader's personal devices be used to take photos/videos of the children.

Parents and visitors must not use personal devices when in the club or vicinity of the club and children. JAG leaders must inform parents of this and challenge where necessary. This includes making or receiving calls when dropping children off or collecting them.

Online Safety:

Staff are aware of the risks of online abuse and are vigilant for the signs of such. Concerns of online abuse or exploitation are recorded and reported following the same process as set out above for responding to child abuse.



Children are not allowed to access the internet within JAG clubs, whether on setting phone, laptops, tablets, or their own personal devices, as JAG has a no screentime policy. Children's personal devices are removed at the start of the session and returned to them at the end of the day, if they do have a personal device, but parents are encouraged to not allow their children to bring personal devices to JAG.

Parents are encouraged to look at the website: Teaching Your Child about Internet & Online Safety | NSPCC and https://beinternetlegends.withgoogle.com/en_uk/parents/

JAG Staff devices are enforced by security controls, such as Behaviour Monitoring, Cloud Protection Realtime Monitoring, PUA Protection and Defender SmartScreen for Edge. Furthermore, JAG's MFA policy means staff must provide both a password and 2nd form of authentication to log in to devices


Visitors

JAG defines a visitor as anyone entering the club location who is not scheduled on Paycor excluding parents dropping off and collecting children.

Limitations will be placed on all visitors to ensure the protection and safety of all children and JAG leaders and to avoid unnecessary disruption. It is at the discretion of the most senior JAG leader in the club at the time to determine which visits are permitted, any appropriate conditions and limitations and to be made fully aware by the visitor the purpose of the visit.

JAG reserves the right to refuse entry to any visitor this may be due to there being reasonable doubt of their identity or visiting capacity. JAG reserves the right to contact any professional body or organisation to confirm the visitor's identity and reason for them visiting. This contact would always be made before allowing the visitor into the club and via the contact details of the professional body or organisation as advertised on their website and not as given by the visitor.

All visitors must be accompanied by a JAG leader; visitors must not be left unsupervised with children.



Approved visitors both internal and external must read and agree to instructions as stated on the visitors log when signing in. All visitors must be signed in on the JAG visitors log and ID checked, recording on the visitors log who has completed this check. Visitors must adhere to the JAG protocol on personal mobile phones and other smart devices, with all being locked away and not accessed securely for duration of visit.

Intimate care

Intimate care is identified as personal care tasks of an intimate nature associated with bodily functions and products and personal hygiene routines which demand direct or indirect contact with, or exposure of the genitalia.

Intimate care may also be when help is required due to a medical need like changing a colostomy bag, managing catheters, stomas or other medically required applications.

Intimate care tasks specifically identified as relevant to children who attend JAG include but are not limited to.

- Dressing and undressing including of underwear
- Assisting with toileting
- Washing following toileting accidents of soiling
- Changing sanitary wear

Where intimate care is required JAG must be notified prior to the child attending by the parent via email to SENDSCO@junioradventuresgroup.co.uk so a consultation can be arranged to ensure all relevant information on the individual needs is shared and suitable adjustments can be made if reasonable to do so. If JAG deems it unreasonable or does not have the facilities or specialised resources to provide the care appropriately the parent will be advised as to why this is and why it would not be safe for the child to attend JAG.

JAG leaders will work with parents to provide the appropriate care with the following details being fully noted on the Health Care Plan.

- Exact details of what care is required
- Suitable number of JAG leaders required to facilitate the intimate care (where more than one reasons for this to be documented)
- Any specialised or additional resources or equipment required
- Child's means of communication including key words, phrases, signs
- Child's level of ability, tasks which they can manage for themselves and do not require intimate care support with
- JAG leaders named and trained to provide the intimate care

JAG will always have two leaders minimum supporting incidents of intimate care to ensure leaders are not put into vulnerable situations where they could be open to allegations.


All JAG leaders will receive specialised training as is relevant to the child's individual needs before providing intimate care.

JAG leaders who are required to provide intimate care will do so in a professional manner, ensuring the child's safety, dignity and privacy are always maintained. A child should never suffer distress or pain because of intimate care being provided. When providing intimate care JAG leaders will talk to the child during each task explaining what is happening and the reasons for this which the child would be familiar with. JAG leaders will always support and encourage a child to do as much for themselves as they can.

Where one to one care is provided for children with individual (SEND/complex) needs a second named JAG leader will be assigned to be present during all intimate care tasks.

JAG leaders will always.

- Respect a child's voice and preferences
- Enable the child to be prepared for the tasks
- Demonstrate respect for the child
- Give sensory guidance where suitable for example using a sponge to signal an area to wash or change
- Ensure as far as possible that over familiar relationships are discouraged from developing



JAG recommends that there is a team of leaders with who the child is comfortable who provide the intimate care tasks on rotation, this reduces the risk of the child becoming overly dependent on a single JAG leader or distressed if the one JAG leader is unavailable for any reason.

JAG have robust policies and procedures in place on safer recruitment, supervision and safeguarding which together ensure that should a child require intimate care from a JAG leader the safety and well-being of the child and that of the JAG leader will not be compromised.

Toileting

JAG requires children to be toilet trained and to be able to manage their own toilet needs to attend a JAG club. This is due to JAG not having access to suitable facilities or the resources required to change nappies/pull ups. JAG recognises some children with individual SEND/Inclusion needs may need some support with toileting this is discussed on an individual basis with parents at point of consultation.

Privacy protocols

Toileting and nappy changing routines must carefully balance children's privacy with safeguarding visibility. JAG staff need to ensure children are protected while maintaining their dignity.

- Children's privacy must be respected during nappy changing and toileting.
- Safeguarding and support needs must be balanced.
- Clean supplies must always be available.
- Hygiene must be maintained throughout the process.
- Staff should use a separate toilet where possible.

JAG enforces a strict toilet procedure to be implemented consistently.

- JAG leaders will regularly remind and encourage children to take toilet breaks, EYFS children and those with individual needs may need individual or more frequent reminders
- JAG leaders will always respond positively and appropriately to a child's request to use the toilet facilities
- JAG leaders will ensure all children are made aware of the need to inform them before they leave any play space to go to the toilet
- Toilet passes must be obtained from a JAG leader by all children prior to taking themselves to the toilet

- JAG leaders will monitor the children always using the toilets being aware of who is using the facilities with who (peer and peer) and timings of being in the toilets – any patterns will be challenged by JAG leaders (JAG leaders must have regard for child-on-child abuse and patterns which may give cause for concern)
- JAG leaders must avoid children using toilets in pairs (we stipulate a minimum of 3 and maximum of 6 children at any one time)
- Children should be escorted to the toilets by a JAG leader, but never one child and one JAG leader alone, always a second child
- JAG leaders who have DBS in progress must not escort or supervise the children in the toilet areas
- All clubs must have designated toilets which are used by all children
- If single toilets are used the child must enter alone, JAG leaders remain outside
- If a child needs assistance in getting changed or has had a toileting accident JAG leaders should supervise while the child attends to themselves – follow intimate care procedures

Toileting in leisure facilities

Where clubs are hosted in leisure facilities these are likely to also be accessible by members of the public. The additional steps must also be implemented to those above.

- Same sex JAG leaders to accompany children where staffing permits
- JAG leaders to check the facilities prior to giving the children access ensuring they are clean and clear of public users at the time
- If toilets are being cleaned use alternative facilities
- JAG leaders to knock on doors to toilets and ask if these are in use – if in use by members of the public or leisure facility personnel JAG leaders must wait until these are clear of all users before allowing children access
- JAG leaders to allocate identified cubicles for the children use
- JAG leaders must wait outside with the main doors held ajar and prevent access by other users until the children have finished their use of the facilities

Bodily fluids

When dealing with all bodily fluids JAG leaders are responsible for ensuring this is done safely and appropriately. Bodily fluids may include blood, vomit, urine and faeces.

- All bodily fluids must be cleaned up immediately, as soon after an incident as is reasonable to do so using the provided bodily fluid response kits
- All waste to be double bagged and disposed of in waste disposal facilities at the site
- JAG leaders must wear personal protective clothing when dealing with all bodily fluids, disposable gloves and aprons as a minimum
- All hands to be washed immediately after dealing with all bodily fluids
- Any soiled clothing must be double bagged and given to owner – JAG leaders must not rinse or attempt to clean these items
- Children must be kept away from affected areas until the incident has been fully dealt with and the areas thoroughly cleaned following
- JAG leaders will maintain high standards of personal hygiene throughout and will take all practical steps to prevent and control the spread of infection.

Safer eating requirements

Eating practices are now subject to new safeguarding expectations. Therefore, JAG must supervise children during meals and weaning, with a strong focus on allergy awareness and choking prevention. Children must be in sight and sound when eating. A member of staff that is paediatric first aid trained must be in the room while children are eating. All choking incidents must be recorded, parents informed, and any trends identified.

- A staff member with a valid paediatric first aid certificate must always be present while children are eating, and children must be in sight and sound when eating.
- Choking can be completely silent, therefore, it is important for staff to be alert to when a child may be starting to choke. Where possible, staff should sit facing children whilst they eat, so they can make sure children are eating in a way to prevent choking and so they can prevent food sharing and be aware of any unexpected allergic reactions.
- JAG must gather information on each child's dietary needs, allergies, intolerances, and health requirements before admission.
- At each mealtime and snack time JAG staff must be clear about who is responsible for checking that the food being provided meets all the requirements for each child.
- All JAG staff involved in food preparation must be informed of children's dietary needs.
- JAG must collaborate with parents, carers, and health professionals to create and update allergy action plans.
- Staff should be aware of allergy symptoms, anaphylaxis treatment, and how allergies can develop.
- Food must be prepared according to the child's developmental stage, considering texture and food safety to prevent choking.
- Children should eat in safe, distraction-free spaces and always be within sight and hearing of staff.
- Choking incidents must be recorded, parents informed, and trends reviewed to reduce future risks.
- JAG should refer to the NHS advice on food allergies: Food allergy - NHS (www.nhs.uk) and treatment of anaphylaxis: Anaphylaxis - NHS (www.nhs.uk).

Child absence protocols

The EYFS now places greater emphasis on child absence protocols. If a child is absent without explanation, JAG settings must follow up promptly and use emergency contacts if parents are unreachable. Judgements around absence must consider the child's vulnerability and their home context.

- JAG must follow up on absences in a timely manner.
- Contact must be made with parents/carers and alternative emergency contacts (a minimum of two) if a child is absent without notification.
- Prolonged absences should be identified based on patterns, trends, and the child's personal circumstances.
- Professional judgment must be used to determine if an absence is prolonged.
- Consideration must be given to the vulnerability of the child, parents/carers, and their home life.
- Any concerns must be referred by JAG DSL to local children's social care services and/or a police welfare check requested.

Staffing arrangements (ratio)

JAG has an obligation to ensure staffing arrangements meet the needs of all children and ensure their safety and that of JAG leaders. Staffing arrangements must be suitable to enable JAG leaders to keep children within sight and/or always hearing.

JAG as a wraparound care provider is not governed by set adult to child ratios. It is the responsibility of the General manager to determine how many JAG leaders are required, based on the club blueprint whilst always ensuring safety and welfare, considering.

- Ages and needs of the children
- Types of activity being delivered
- Operational logistics

However, in JAG settings, where Nursery aged Wrap around Care is provided, which is attended by 2- and 3-year-old children, JAG follows the EYFS (2025) guidance that states the following staff to child ratios are required, but also that the staff are required to hold specific qualifications to be in ratio:

- For children aged two: There must be at least one member of staff for every five children (1:5). At least one member of staff must hold an approved level 3 qualification. At least half of all other staff must hold an approved level 2 qualification.
- For children aged three: There must be at least one member of staff for every 8 children (1:8). At least one other member of staff must hold an approved level 3 qualification.

Emergency staffing arrangements

There may be times when contingency plans need to be implemented to ensure adequate staffing arrangements to ensure the continued safety of all children and JAG leaders. In this instance the following steps will be taken.

1. Contact all JAG leaders not scheduled for availability (as is geographically suitable)
2. Contact all casual JAG leaders for availability (as is geographically suitable)
3. General Managers not scheduled to be called in
4. Discuss with all General Managers sourcing JAG leaders from other areas (as is geographically suitable)
5. Request support from host partners
6. Request support from JAG support function leaders (as is geographically suitable)
7. Seek agency staff cover

If all options are exhausted and the JAG club cannot continue to operate safely the General Manager/Head of Education and Wellbeing will need to take steps to close the club temporarily.

Where agency staff are used these must be sourced from a reputable organisation or agency. JAG's preferred agencies are Opogo, ActiveSend and ZenEducate.

These agencies/organisations must supply a booking confirmation and person profile containing all safeguarding information, confirmation of vetting checks and training.

Lone working

The safety and welfare of children and leaders is JAG's paramount concern. It is best practice for there to be a minimum of two JAG leaders on duty at any one time, however JAG recognises there may be situations which arise where this is not possible and could result in a JAG leader lone working as a last resort, in this instance the following control measures must be adhered to.

Any JAG leaders lone working must be approved in advance by the safeguarding & Inclusion team. Approval is given when a lone worker approval form has been completed by the General Manager, where all criteria are met and there is a named contact who is always on the premises and contactable for support and in an emergency. An individual risk assessment must be carried out with the JAG leader lone working and control measures identified and put in place as part of the process in advance of lone working commencing.

Lone working will only be approved if all criteria are met, this includes having contact details of a named contact, this person must be on site and within 5 minutes from the club location. This may be a member of school personnel or facilities staff and must be agreed with the host partner and named contact in advance. Their details will be required on the lone worker approval form.

The JAG criteria which must be met to approve lone working includes.


1. At least 6 months employment experience with JAG
2. A competent use of English language
3. Holds a valid Paediatric First Aid certificate
4. Holds a valid Food Hygiene certificate
5. Completed JAG Safeguarding (level 3) training
6. Has had a fully completed induction
7. A secure knowledge and understanding of all JAG operational policy documents
8. Has no medical or health conditions that might affect their suitability to lone work

Where instances of lone working occur, following approval, the JAG leader must ensure all essential resources and equipment are to hand in the main play space so there is no need to leave this space, this may include but is not limited to, medication box, first aid kit, JAG devices including mobile phone and all documentation.

The JAG leader lone working must keep all children "within sight or hearing at all times" as required by the EYFS. General Manager must check in with the JAG leader lone working at least hourly.

Appendix A - SAFEGUARDING 'HOT' TOPICS FACT SHEET


The NSPCC defines safeguarding as the action that is taken to promote the welfare of children and protect them from harm. It means protecting children from abuse and maltreatment, preventing harm to children's health or development, ensuring children grow up with the provision of safe and effective care. 'Keeping children safe in Education' (DofE September 2025) defines abuse as a form of maltreatment of a child. Through inflicting harm or failing to act to prevent harm.



Child Sexual exploitation (CSE) and Child Criminal Exploitation (CCE) – Both CSE and CCE are forms of abuse which occur where an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a child into taking part in sexual or criminal activity in exchange for something the victim needs or wants and/or financial advantage or increased status. CSE and CCE can affect both male and female children and can include children who have been moved (trafficked) for the purpose of exploitation.

Child Criminal Exploitation (CCE) – CCE can include children being forced or manipulated into transporting drugs or money through **County Lines**, working in cannabis factories, shoplifting, or pickpocketing. They can also be forced or manipulated into committing vehicle crime or threatening/committing serious violence to others. Children can become trapped by this type of exploitation as perpetrators can threaten victims and their families with violence. They may be coerced into carrying weapons. **County Lines** is when gangs and organised crime networks exploit children to sell drugs. Often these children are made to travel across counties, and they use dedicated mobile phone 'lines' to supply drugs. Gangs are deliberately targeting children. These gangs groom, threaten or trick children into trafficking their drugs for them. They might threaten a young person physically, or they might threaten the young person's family members. The gangs might also offer something in return for the young person's cooperation – it could be money, food, alcohol, clothes and jewellery, or improved status – but the giving of these gifts will usually be manipulated so that the child feels they are in debt to their exploiter. However, they become trapped in county lines, the young people involved feel as if they have no choice but to continue doing what the gangs want.

Child Sexual exploitation (CSE) – CSE is a form of sexual abuse. Sexual abuse may involve physical contact including assault by penetration or non-penetrative acts. It may involve non-contact activities such as involving children in the production of sexual images, forcing children to look at sexual images or watch sexual activities, encouraging children to behave in sexual inappropriate ways or grooming a child in preparation for abuse including via the internet. CSE can occur over time or be a one-off occurrence and may happen without a child initially knowing e.g., through others sharing videos and/or images of them on social media. Children may not realise they are being exploited e.g., they believe they are in a genuine romantic relationship.



Female Genital Mutilation (FGM) a form of honour-based abuse is the partial or total removal of the external female genitalia for non-medical reasons. It's also known as female circumcision or cutting. FGM is often performed by someone with no medical training who uses instruments such as a knife, scalpel, scissors, glass, or razor blade. Children are rarely given anaesthetic or antiseptic treatment and are often forcibly restrained. FGM is child abuse and is illegal in the UK, as well as being extremely dangerous. Sometimes religious and cultural reasons are given to justify FGM, however it is

dangerous and can cause lifelong health problems. If it is discovered that an act of FGM appears to have taken place on a girl under the age of 18 this must be reported to the police.

Breast Ironing/Flattening is practiced in some African countries, notably Cameroon. Girls aged between 9 and 15 have hot pestles, stones or other implements rubbed on their developing breast to stop them growing further. In the vast majority of cases breast ironing is carried out by mothers or grandmothers and the men in the family are unaware. The practice of breast ironing is seen as a protection to girls by making them seem 'child-like' for longer and reduce the likelihood of pregnancy. Once girls' breasts have developed, they are at risk of sexual harassment, rape, forced marriage and kidnapping; consequently, breast ironing is more prevalent in cities. Concerns have been raised that breast ironing is also to be found amongst African communities in the UK, with as many as 1,000 girls at risk.


Child on child abuse includes but is not limited to; physical & sexual abuse, sexual harassment & violence, emotional harm, on (cyberbullying) and offline bullying and teenage relationship or intimate personal relationship abuse. It can even include grooming children for sexual and criminal exploitation. Peer on peer abuse occurs when a young person is exploited, bullied and / or harmed by their peers who are the same or similar age; everyone directly involved in peer-on-peer abuse is under the age of 18. Unfortunately, peer-on-peer abuse can and does happen in a whole range of settings that children attend. However, it often goes unseen. It might take place online, in or away from the school or setting. Downplaying certain behaviours like dismissing sexual harassment as "banter", "having a laugh", "part of growing up" or "boys being boys" can lead to a culture of unacceptable behaviours, an unsafe environment and in the worst cases a culture that normalises abuse leading to children accepting this as normal and not reporting this abuse.

Child on Child Sexual violence and harassment can occur among children of any age and gender, spanning from primary to secondary stages and into college. These incidents may involve one child victim or a group of children harassing others. They can manifest both online and in face-to-face interactions, and it is emphasised that such behaviour is never acceptable. JAG is advised to adopt a zero-tolerance approach, explicitly stating that sexual violence and harassment will not be tolerated, and rejecting excuses such as "banter" or "boys being boys." Failing to address these issues can foster an unsafe environment and normalise abusive behaviour. It is crucial for JAG staff to recognise the extent of harassment and abuse, understanding that lack of reports does not imply their absence. Additionally, staff should actively challenge potentially criminal physical behaviours, such as inappropriate touching, as dismissing or tolerating them risks normalising such actions

Modern slavery encompasses human trafficking and slavery, servitude and forced or compulsory labour. Modern slavery can take many forms including sexual exploitation, forced labour, slavery, servitude, forced criminality and the removal of organs.

Domestic abuse – the definition of domestic abuse recognises the impact of domestic abuse on children as victims, if they see, hear or experience the effects of abuse. Domestic abuse is recognised as can be physical, emotional, economical, coercive and/or controlling. Children can witness and be adversely affected by domestic abuse in the context of their home life where domestic abuse occurs between family members. In some cases, a child may blame themselves for the abuse or may have to leave the family home as a result.


The Prevent Duty – we are subject to a duty under section 26 of the counter terrorism and security act 2015 to have regard to the need to prevent people from being drawn into terrorism, this is The Prevent Duty. **Prevent** is about safeguarding people and communities from the threat of terrorism. As a childcare provider we have a duty to protect children being drawn into extremist behaviour. Prevent is designed to support people at risk of joining extremist groups and carrying out terrorist activities. Protecting children from the risk of radicalisation is part of the wider safeguarding program and is just as important as protecting children from other harm. Staff (including agency and temporary staff) will report concerns to the DSL who, where appropriate, will follow the local procedures for making a Prevent referral. If there is an immediate threat to safety, the police will be contacted via 999.



Mental Health problems can be in some cases an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. Where children have suffered abuse and neglect or other potentially traumatic adverse childhood experiences this can have a lasting impact throughout childhood and into adulthood. It is key to know how these children's experiences can impact on their mental health, behaviour and education.

Serious violence is defined as children being at risk from or are involved in serious violent crime. Signs which could give cause for concern are increased absence from school, a change in friendships or relationships with older individuals or groups, a significant decline in performance, signs of self-harm or significant change in wellbeing or signs of assault or unexplained injuries. Unexplained gifts or new possessions could also indicate that children have been approached by or are involved with criminal networks or gangs and may then be at risk of criminal exploitation.

Online Safety JAG recognises it is essential children are safeguarded from potentially harmful and inappropriate material or behaviours online and are aware of the '4 Cs' of Online Safety; Content, Contact, Conduct and Commerce. JAG will adopt a whole setting approach to online safety which will empower, protect, and educate our participants and staff (including agency and temporary staff) in their use of technology, and establish mechanisms to identify, intervene in, and escalate any concerns where appropriate. JAG DSL's have overall responsibility for online safety within the setting but will liaise with JAG's IT technicians. JAG DSL's will respond to online safety concerns in line with our child protection and other associated policies. If the DSL is unsure whether an online related issue is of concern, they will follow their child protection procedures and seek advice from appropriate agencies.



Online content Misinformation is false or inaccurate information - getting the facts wrong. Disinformation is false information which is deliberately intended to mislead - intentionally misstating the facts. Conspiracy Theory is a belief that some secret, but influential, JAG is responsible for an event or phenomenon.



Appendix B – Key Contacts

National Organisations

NSPCC : www.nspcc.org.uk

Barnardo's: www.barnardos.org.uk

Action for Children: www.actionforchildren.org.uk

Children's Society: www.childrenssociety.org.uk

Centre of Expertise on Child Sexual Abuse: www.csacentre.org.uk

Support for Staff

Education Support Partnership: www.educationsupportpartnership.org.uk

Professional Online Safety Helpline: www.saferinternet.org.uk/helpline

Harmful Sexual Behaviour Support Service: <https://swgfl.org.uk/harmful-sexual-behaviour-support-service>

Support for Children

ChildLine: www.childline.org.uk

Papyrus: www.papyrus-uk.org

The Mix: www.themix.org.uk

Shout: www.giveusashout.org

Fearless: www.fearless.org

Victim Support: www.victimsupport.org.uk

National information Centre on Children of Offenders (NICCO): www.nicco.org.uk/

Mind: www.mind.org.uk

Moodspark: <https://moodspark.org.uk>

Young Minds: www.youngminds.org.uk

Kidscape: www.kidscape.org.uk

Support for Adults

Family Lives: www.familylives.org.uk

Crime Stoppers: www.crimestoppers-uk.org

Victim Support: www.victimsupport.org.uk

The Samaritans: www.samaritans.org

NAPAC (National Association for People Abused in Childhood): www.napac.org.uk

MOSAC: www.mosac.org.uk

Action Fraud: www.actionfraud.police.uk

Shout: www.giveusashout.org

Advice now: www.advicenow.org.uk

Domestic Abuse

Domestic abuse services: www.domesticabuseservices.org.uk

Refuge: www.refuge.org.uk

Women's Aid: www.womensaid.org.uk

Men's Advice Line: www.mensadvice.org.uk

Mankind: www.mankindcounselling.org.uk

National Domestic Abuse Helpline: www.nationaldahelpline.org.uk
Respect Phoneline: <https://respectphoneline.org.uk>

Radicalisation and hate

Educate against Hate: www.educateagainsthate.com
Counter Terrorism Internet Referral Unit: www.gov.uk/report-terrorism
True Vision: www.report-it.org.uk

Online Safety

NCA-CEOP: www.ceop.police.uk and www.thinkuknow.co.uk
Internet Watch Foundation (IWF): www.iwf.org.uk
Childnet: www.childnet.com
UK Safer Internet Centre: www.saferinternet.org.uk
Report Harmful Content: <https://reportharmfulcontent.com>
Marie Collins Foundation: www.mariecollinsfoundation.org.uk
Internet Matters: www.internetmatters.org
NSPCC: www.nspcc.org.uk/online-safety
Get Safe Online: www.getsafeonline.org
Parents Protect: www.parentsprotect.co.uk
Cyber Choices: <https://nationalcrimeagency.gov.uk/what-we-do/crime-threats/cyber-crime/cyberchoices>
National Cyber Security Centre (NCSC): www.ncsc.gov.uk

Criminal and Sexual Exploitation

National Crime Agency: www.nationalcrimeagency.gov.uk/who-we-are
It's not okay: www.itsnotokay.co.uk
NWG Network: www.nwgnetwork.org
County Lines Toolkit for Professionals:
www.childrenssociety.org.uk/information/professionals/resources/county-lines-toolkit
Multi-agency practice principles for responding to child exploitation and extra-familial harm:
<https://tce.researchinpractice.org.uk/>
Lucy Faithfull Foundation's 'Shore Space'. Offers a confidential chat service supporting young people concerned about their own or someone else's sexual thoughts and behaviours.
<https://shorespace.org.uk/>
Children Society for Preventing Children Exploitation – <https://www.childrenssociety.org.uk/what-we-do/our-work/preventing-child-sexual-exploitation>

Whistleblowing

Any concerns about the safeguarding lead or practice in your setting should be directed to JAGs CEO or contact the NSPCC National Whistleblowing advice line – 0800 028 0285 – help@nspcc.org.uk.
Ofsted provides guidance on how to make complaints about a provider: Complaints procedure – Ofsted – GOV.UK <https://www.gov.uk/government/organisations/ofsted/about/complaints-procedure>
General guidance on whistleblowing can be found via: Whistleblowing for employees.
<https://www.gov.uk/whistleblowing>

Appendix C - Anti-Bullying Policy

JAG will provide a supportive, caring and safe environment without fear of being bullied. Bullying of any form is not tolerated in our clubs, whether carried out by a child or an adult.

Staff, children and parents or carers will be made aware of the Club's attitude towards bullying. Such behaviour is unacceptable in any form.

Any child who is a victim of a bully will be dealt with in a sympathetic manner. If bullying is suspected or reported, the incident will be dealt with immediately by the member of staff informed and then discussed with their manager/DSL. A clear account of the incident will be recorded and reported to the DSL Team via the safeguarding@junioradventuresgroup.co.uk email address.

All setting staff will be informed so that close monitoring of the victim and bully can begin. Parents of both parties will be informed.

JAG defines bullying as the repeated harassment of others through emotional, physical, psychological or verbal abuse.

- **Physical:** Pushing, scratching, spitting, kicking, hitting, biting, taking or damaging belongings, tripping up, punching or using any sort of violence against another person.
- **Psychological:** Behaviour likely to create a sense of fear or anxiety in another person.
- **Emotional:** Being deliberately unkind, shunning or excluding another person from a group or tormenting them. For example, making another person feel 'left out' of a game or activity, passing notes about others or making fun of another person.
- **Verbal:** Name-calling, put-downs, ridiculing or using words to attack, threaten or insult. For example, spreading rumours or making fun of another person's appearance.

Preventing bullying behaviour

Staff at JAG will promote an anti-bullying ethos and environment in the following ways:

- Encouraging caring and nurturing behaviour
- Playing and working for a caring and co-operative ethos
- Discussing friendships and encouraging paired, group and team play
- Encouraging children to report bullying without fear
- Staff will discuss the issues surrounding bullying including why bullying behaviour will not be tolerated
- Staff will discuss the consequences of bullying behaviour

Responding to bullying behaviour

JAG acknowledges that despite all efforts to prevent it, bullying behaviour is likely to occur on occasion. Should such incidents occur, the Club will respond in accordance with the following principles:

- We will address all incidents of bullying thoroughly and sensitively.

- Victims of bullying will be offered the immediate opportunity to discuss the matter with a member of staff who will reassure the child and offer support.
- They will be reassured that what they say will be taken seriously and handled sympathetically.
- Staff will support the individual who has been bullied, keeping them under close supervision, and checking their welfare regularly.
- If another child witnesses bullying and reports this, staff will reassure them that they have done the right thing. Staff will then investigate the matter.
- If a member of staff witnesses an act of bullying, involving children or adults at the club, they will inform the manager.
- Children who have bullied will be helped by discussing what has happened, establishing why the child became involved. Staff will help the child to understand why this form of behaviour is unacceptable will encourage him/her to change their behaviour
- If bullying behaviour persists, more serious actions may have to be taken, such as paused bookings or exclusion, as laid out in the **Inclusion Policy**.
- All incidents of bullying will be reported to the manager/DSL and will be recorded on an **Incident Log**. The manager and other relevant staff will review the Club's procedures in respect of bullying, to ensure that practices are relevant and effective.




Appendix D – Safer Recruitment & Probation Policy and Procedures

Safer Recruitment

The aim of JAG safer recruitment processes is to ensure the welfare of all children and to keep them safe whilst in contact with JAG leaders.

JAG are committed to equality, valuing diversity and inclusivity. Our aim is to have a workforce that represents diverse backgrounds and cultures and can provide the relevant knowledge, ability and skills required.



JAG safer recruitment procedures are robust and in line with 'Keeping Children safe in education' September 2025. All JAG leaders who are in anyway involved in recruitment and selection are required to complete JAG's Safer Recruitment training.


Through our commitment to safer recruitment JAG will.

- Adhere to safer recruitment legislation including 'Keeping Children safe in Education' (September 2025)
- Recruit the best people to join the JAG team
- Take all reasonable steps to prevent unsuitable people from joining our organisation
- Recruit and manage all JAG leaders in a way they comply with all current legislation in place to prevent inequality and discrimination
- Do all we can to achieve and maintain a diverse workforce
- Ensure that our recruitment and selection processes are robust, consistent and transparent
- Ensure candidates are judged to be competent before employment offers are made
- Provide a full and in-depth induction to all new JAG leaders

Safer Recruitment – Advertising

When a recruitment need has been identified the role is advertised via various means to ensure that it can reach a variety of communities and potential applicants. JAG will advertise across the following platforms.

- JAG social media groups
- JAG website
- Third party recruitment partners
- Leisure job boards
- CV libraries
- Job centre boards
- Recruitment website
- Host schools and leisure centres within our portfolio



Adverts will always include a role definition. The skills, abilities, experiences and behaviours required for the role. All adverts will make clear the safeguarding requirements, including JAG's commitment to this and promoting the welfare of all children. All adverts will state that the role is exempt from the Rehabilitation of Offenders Act 1974.

Safer Recruitment – Application forms

All applications must be made by full completion of the JAG application form; completion must be by the applicant. All application forms must be signed by the applicant (if the application form is completed electronically a copy can be signed at point of interview where the applicant is shortlisted).

JAG application forms require applicants to provide the following as minimal.

1. Current and all former names
2. Current address and previous if within 5 years
3. National Insurance Number
4. Details of present (or most recent) employment and reasons for leaving
5. Full employment history since leaving school/formal education including reasons for any gaps in employment history
6. Early Years applicants must hold a L3 Qual from approved list - [Early years qualifications list: UK only - GOV.UK](#)
7. Reference details
8. A personal statement
9. Question - *“Do you have any health conditions or concerns (physical or mental) that may affect your ability to carry out the responsibilities of this role safely?”*

It is made clear through a statement on the JAG application form that it is an offence to apply for the role if the applicant is barred from engaging in regulated activity with children.

A copy of the JAG Safeguarding policy document should be provided to the applicant with the application form.

JAG does not accept CVs in place of an application form.

Safer Recruitment – Shortlisting

All applicants who apply for a role with JAG will go through the same recruitment process including shortlisting. The shortlisting process should always be carried out by two JAG leaders or Third-Party Recruitment Partners who have completed the JAG face to face safer recruitment training. Shortlisting will be undertaken against the role profile and person specification.

JAG should inform shortlisted candidates that online searches may be done as part of pre-recruitment checks.

Safer Recruitment – Selection

Applicants who are successfully shortlisted will be invited to a face-to-face interview; this could be in person or on Teams. All JAG leaders who conduct interviews must have completed the JAG face to face Safer Recruitment training and will structure the interview and questions using the JAG interview notes specific to the role.

Any information of a confidential or personal nature disclosed by the applicant must be discussed and noted on the interview notes at time of interview.

As part of the selection process, it is good practice for the applicant to be invited to a work trial where they are requested to carry out an activity with the children, this gives opportunity for both parties to observe, ask questions and provide feedback including on interactions. Work trials must always be carried out under constant supervision. This also gives opportunity for the children to be involved, have their voices heard through their impressions and feedback.

JAG must ensure that staff have sufficient understanding and use of English to ensure the well-being of children in their care. For example, settings must be able to:

- Keep records in English.
- Liaise with other agencies in English.
- Summon emergency help.
- Understand instructions. For example, about the safety of medicines or food hygiene.

JAG must verify the candidate's mental and physical fitness to carry out their work responsibilities. A job applicant can be asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role they have applied for.

Asking candidates questions at interview, such as;

- *"Are you able to meet the physical and emotional demands of working with children in this role?"*
- *"Do you feel confident in your ability to care for children safely and responsibly?"*
- *"This role requires a high level of responsibility for the safety and wellbeing of children. Are you comfortable with this responsibility?"*

Interview notes are kept throughout the selection process and include noting of an outcome.

Safer Recruitment – Employment offer

Successful applicants are sent a conditional offer of employment by the People Team which is subject to receipt of suitable pre-appointment and vetting checks. Including Enhanced DBS checks being clear from any convictions which would deem the applicant unsuitable to work in JAG.

All employment offers include a six-month probationary period. (Details below)

Safer Recruitment – Vetting & clearance checks

All vetting and clearance checks will be fully completed by the People team before the newly recruited JAG leader is cleared to commence their first shift.

Should the vetting and clearance checks bring to light any information not previously disclosed and discussed or any other concerns they will be discussed with the applicant by a JAG leader from the People Team who may want to discuss this further with the Head of safeguarding & Welfare. If it is deemed the information is significant and affects the applicant's ability to work with JAG, the employment offer can be withdrawn.


Vetting and clearance checks include.

EMPLOYMENT HISTORY

JAG require an applicant to provide full employment history from leaving school/formal education including any gaps and reasons for these. JAG will take steps to verify the history provided.

ENHANCED DBS

JAG leaders are all required to have an Enhanced DBS check completed through us, or they must be registered on the DBS update service and be able to provide their original DBS certificate, the original must be seen along with their update service reference number for verification.




Where an applicant has a DBS, not completed through JAG, and they are not on the update service a new DBS must be applied for through JAG. A JAG leader who is awaiting DBS can start their shifts if all other vetting and clearance checks including all references obtained and essentials training have been completed without any concerns being raised and whilst under constant supervision.


To obtain an Enhanced DBS suitable ID and specific documents are required. For further information please go to www.gov.uk/guidance/documents-the-aplicant-must-provide

All JAG leaders are encouraged to register their Enhanced DBS on the update service within the timeframe stipulated of the certificate being issued and to confirm to JAG People team on an annual basis thereafter of their registration. More details are available at www.gov.uk/dbs-update-service

DBS Update Service Explained

- The DBS Update service is NOT a 3-year renewal system.
 - The service is a middle agent between the individual-employer-professional services.
 - When you are registered with the update service you pay £13 /yr for them to host your certificate
 - Your DBS certificate does NOT run out (regardless of the initial date)
 - E.g., 6 months after your certificate arrives you commit a crime, the police will alert the update provider, and it will flag your profile.
 - Your employer will immediately be alerted of this new offence by the update service.
 - A new DBS will then have to be initiated to generate an up-to-date certificate.
 - To sum it up, all professional services will keep the update service updated of changes immediately.
 - The original certificate will NOT be replaced with a new one if nothing changes, the old date is valid.
- 

Safer Recruitment – Right to work in the UK



JAG are required to determine an applicant's right to work status. We will request ID documents from all applicants which suggest this right is granted. Details on the process can be found at www.gov.uk/checks-job-applicant-right-to-work

Safer Recruitment – ID checks

All applicants are required to present the following documents as proof of ID at interview stage.

1. Photo ID – e.g. In date passport or photo card driver's licence

2. Proof of address dated in the last 3 months – e.g. utility bill, council tax statement, bank statement
3. Others – e.g. Birth certificate

Copies of these documents must be taken by JAG and used to verify identity – these will be stored securely on the JAG leader's electronic personnel file.

Safer Recruitment – Suitability declaration

All applicants are required to complete a suitability declaration and this forms part of the JAG application form and is asked at interview stage and noted on the interview notes. All JAG leaders are then required to complete annual staff suitability declaration.

Safer Recruitment – References

JAG request for a minimum of two but up to four referees and reserves the right to contact these prior to interview to verify and confirm the employment history information provided by the applicant. JAG must obtain reference for any member of staff (including students and volunteers) before they are recruited. JAG should:

- Not accept open references e.g. to whom it may concern.
- Not rely on applicants to obtain their reference.
- Ensure any references are from the applicant's current employer, training provider or education setting and have been completed by a senior person with appropriate authority.
- Not accept references from a family member.
- Obtain verification of the individual's most recent relevant period of employment where the applicant is not currently employed.
- Secure a reference from the relevant employer from the last time the applicant worked with children (if not currently working with children). If the applicant has never worked with children, then ensure a reference is from their current employer, training provider or education setting.
- Ensure electronic references originate from a legitimate source.
- Contact referees to clarify content where information is vague or insufficient information is provided.
- Compare the information on the application form with that in the reference and take up any discrepancies with the applicant.
- Establish the reason for the applicant leaving their current or most recent post, and ensure any concerns are resolved satisfactorily before appointment is confirmed.

Referees should ensure the information confirms whether they are satisfied with the applicant's suitability to work with children and provide the facts (not opinions) of any substantiated safeguarding concerns/allegations that meet the harm threshold. References should not include information about concerns/allegations which are unsubstantiated, unfounded, false, or malicious.



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Reference requirements.

Applicants' employment history	Reference requirements
Recent school/formal education leaver	Must have a minimum of one academic reference combined with one employment reference (If they have a part time job/voluntary role). Where an employment reference is not possible a character reference is acceptable.
Recent/current university	Must have a minimum of one academic reference combined with one employment reference (If they have a part time job/voluntary role). Where an employment reference is not possible a character reference is acceptable.
Employment history	Depending on the candidates work history two employment references would be preferable, where that is not possible a second reference could be an academic reference. Where an applicant is not currently working with children a reference is also gained from the employer where the applicant was last working with children. If there is any reason none of the above combinations can be met, a character reference could be suitable at the discretion of the People Team or the registered person.

In certain circumstances we will accept a professional character reference, for example where it has not been possible to obtain employer or educational references and all other options have been exhausted or where gaps in employment history need to be covered. These will need to be received from their professional email addresses to ensure validation. Below is a list of some acceptable professionals, who can provide such a reference

- Accountant
- Airline pilot
- Articled clerk of a limited company
- Bank/Building society official
- Barrister
- Chiropodist
- Commissioner of oaths
- Police officer
- Civil servant (permanent) but not someone who works for IPS
- Dentist

- 
- Engineer (with professional qualifications)
 - Financial services intermediary (e.g. stockbroker or insurance broker)
 - Fire service official
 - Funeral director
 - Insurance agent of a recognised company
 - Journalist
 - Justice of the peace
 - Licensee of a public house
 - Local government officer
 - Merchant navy officer
 - Member of parliament
 - Nurse
 - Optician
 - Paralegal
 - Person with honours
 - Councillor
 - Pharmacist
 - Post office official
 - President
 - Qualified social worker
 - Salvation army officer
 - Solicitor
 - Surveyor
 - Teacher/lecturer
 - Trade union officer
 - Travel agent (qualified)
 - Valuer or auctioneer
 - Warrant officer and chief petty officers

Onboarding

Mandatory induction training and onboarding prior to starting work with JAG requires new staff to complete the following;

- Read and understand the following essential policies – Safeguarding, child protection / Health & Safety (inc Emergency Evacuation Procedure), Accidents and incidents and Attendance Policies
- KCSIE Part 1 – read or listen to audio – sign and acknowledge that read/listened to and understood

Complete following induction training:

★ Welcome to Junior Adventures Group

- Our services, vision, values, and people
- An overview of our clubs, products, and what a typical day looks like

- The employee's role and responsibilities
- Our approach to employee wellbeing
- Ends with a knowledge check

★ **Safeguarding Children and Young People – Level 3**

- Understand the term “safeguarding.”
- Statutory guidance and working together to safeguard children
- Recognise main types of abuse, including those specific to SEN and online abuse
- Identify factors and situations that could lead to abuse, harm, or neglect.
- Implement practices that safeguard children from harm.
- Identify early signs of possible abuse, including:
 - Noticeable changes in behaviour.
 - A decline in general well-being.
 - Unexplained bruises or marks.
 - Non-recent abuse and appropriate safeguarding terminology
 - Mental health, serious violence, and cumulative harm
 - Indicators of abuse, professional curiosity, and practical application in club
- Inappropriate behaviour from staff or other persons in contact with children.

★ **Manual Handling – Static Load and Positioning**

- Identifying and assessing manual handling risks
- Techniques for safe lifting, movement, and posture

★ **Food Hygiene – Level 2**

- Legal responsibilities and general food safety laws
- The 4 Cs of hygiene: cleaning, cooking, chilling, and cross-contamination
- HACCP principles, allergens, temperature control, and stock rotation
- PPE, hand hygiene, and safe delivery and storage
- Scenarios to apply learning and a final knowledge check

Period of probation

All JAG leaders are on probation for at least their first six months of employment. Probation will be reviewed by individual JAG leaders and their direct line manager at 3 and 6 months.

3 MONTH PROBATION

This is an initial review of the JAG leaders progress and an opportunity to communicate and record any areas identified in need of improvement and any support which is required to enable the JAG leader to achieve the required outcomes.

6 MONTH PROBATION

Designed to be the end of the probationary period where performance is reviewed by the individual JAG leader and their direct line manager. On satisfactory completion of the 6-month probationary period ongoing employment will be confirmed. If there are any continual areas identified as in need or improvement the probationary period will be extended for a further 3 months.

Any extension to the initial 6 months probationary period will be confirmed to the JAG leader in writing. Targets will be agreed and a realistic timeframe set for completion by the JAG leader and direct line manager. Personal Improvement Plan review meetings will be held at every two weeks during the extended probationary period with a final review meeting held at the end of the extended period of probation.

If a JAG leaders' performance has been highly unsatisfactory, where minimum standards have not been met either during the probationary period or extended probationary period the JAG leaders' contract will be terminated with immediate effect. The JAG leader will be provided with the reasons for this.

Supervisions

All JAG leaders can expect to have regular supervisions with their direct line manager, for those in delivery these will be termly for those in wraparound clubs and twice a year (Spring and summer) for those in holiday clubs.

Supervisions are a requirement and provide opportunity to review the JAG leader's performance and progress and communicate training needs and areas for improvement. Supervisions are essential in providing an opportunity to openly discuss any concerns around the children and other JAG leaders confidentially, raising any concerns.

Areas for improvement and actions should be agreed and set; these are then reviewed at the next supervision.



Appendix E – Training

Promoting awareness & training

JAG provides all leaders with comprehensive induction training which they are required to fully complete before their first shift this includes.

- An Induction to compliance (policy & procedures)
- An Introduction to working in wraparound care
- Safeguarding Children & Young People an Introduction (including Prevent & FGM)
- Essentials to excellence (Induction)
- Safeguarding Children & young People Level 3
- An introduction to SEND & Inclusion

JAG requires all leaders to update their mandatory training annually or at any other time when it is deemed necessary due to significant events, changes or updates.

And ongoing CPD and briefing sessions which include (but is not limited to).

- The EYFS & role of the key person
- PFA (12 hour – Compliant with requirements of Statutory Framework for Foundation Stage, support by guidance provided by H & S (First Aid Regulations 1981)
- Safer Recruitment
- Positive approaches to behaviour support
- SEND & Inclusion awareness
- DSL in JAG


The JAG training programme ensures that.

- All leaders are fully and suitably inducted and are aware of their roles and responsibilities
- **Safeguarding/Child protection awareness training must be renewed every two years. Annual refreshers will also ensure staff maintain up-to-date knowledge**
- JAG lead DSL's have relevant experience and appropriate, up to date approved training and offer ongoing support to colleagues
- Everyone involved in recruitment understands safer recruitment and associated procedures
- All leaders are aware of all policies and procedures and know who to contact in every event
- All leaders are aware of signs which may give cause for concern, how to report these and the JAG lead DSL team
- All leaders are familiar with, or know where to find their local authority safeguarding children's partnership information and contact details including MASH/SPA (or equivalent) and LADO

JAG Staff are supported to apply training effectively in practice and will complete the following online, prior to starting with JAG and will also have face to face sessions annually.

- ★ **Safeguarding Children and Young People – Level 3 (every 2 years or sooner)**
 - Understand the term “safeguarding.”
 - Statutory guidance and working together to safeguard children
 - Recognise main types of abuse, including those specific to SEN and online abuse
 - Identify factors and situations that could lead to abuse, harm, or neglect.

- Implement practices that safeguard children from harm.
- Identify early signs of possible abuse, including:
 - Noticeable changes in behaviour.
 - A decline in general well-being.
 - Unexplained bruises or marks.
 - Non-recent abuse and appropriate safeguarding terminology
 - Mental health, serious violence, and cumulative harm
 - Indicators of abuse, professional curiosity, and practical application in club
- Inappropriate behaviour from staff or other persons in contact with children.



Designated Safeguarding Leads (DSLs) will attend Local Authority Training either face to face or online, as well as completing JAGs DSL online Training, which will include:

- Building a safer organisational ethos across staff teams.
- Ensuring safer recruitment practices.
- Developing and implementing safeguarding policies and procedures.
- Collaborating with other practitioners to protect children.
- Understanding local child protection procedures and liaising with statutory agencies.
- Referring and escalating concerns appropriately.
- Managing and monitoring allegations against staff.
- Ensuring internet safety.





Appendix F – Staff Conduct & Low-Level Concerns

Professional Boundaries

All JAG leaders are in a position of trust and so a high standard of behaviour is expected.


A relationship of trust can be described as one in which one party is in a position of power or influence over the other by virtue of their work or nature of the activity being undertaken.

JAG leaders must always maintain appropriate professional boundaries and avoid behaviour which might be misinterpreted by others and should always consider the following boundaries.

- 
- Those working with children have a responsibility to maintain public confidence in their ability to safeguard
 - Those working with children should ensure they dress in a suitable manner for the tasks and work they undertake – JAG provides all JAG leaders with suitable uniform which needs to be maintained to a high standard and in good condition
 - Where a person aged 16 or over is in a specified position of trust with a child under the age of 18 it is illegal for that person to engage in sexual activity with or in the presence of that child or to cause or incite that child to engage in or watch sexual activity
 - No child should live in or be invited to the home of a JAG leader who works with them unless the reason for this has been firmly established and agreed with the parents and JAG ELT – this would include for example private babysitting arrangements outside of JAG
 - Gifts and rewards for the children should be part of an agreed policy for supporting positive behaviour or recognising achievements of the group of children. No JAG leader must give an individual child a personal gift
 - Occasionally a child may develop an infatuation with a JAG leader who works with them. If a JAG leader becomes aware of such a situation they should discuss this with a JAG Lead DSL immediately to avoid any hurt, distress or embarrassment on behalf of the child or JAG leader
 - Communications between JAG leaders and children by any means should take place within clear professional boundaries, this includes the use of technology including mobile phones, text messaging, emails and social media. JAG leaders should not share personal information with a child, nor should they request or respond to any personal information from a child
 - One to one situation has the potential to make a child more vulnerable to harm by those who seek to exploit their position of trust. JAG leaders working one to one with children may also be more vulnerable to unjust or unfounded allegations being made against them – one to one situation should be avoided
- 

Conduct and ethics

All JAG leaders are reminded of and are asked to always display.

- 
- HONESTY – being truthful, straightforward and sincere in dealings with others
 - INTEGRITY – acting in line with beliefs and values, keeping to moral and ethical principles
 - TRANSPARENCY – being open in communication and prepared to explain
 - RELIABILITY – being able to be relied on or dependable
 - ACCOUNTABILITY – answerable for decisions and actions
 - CONFIDENTIALITY – not disclosing personal information to a third party, except where it is in the best interests of the child

- OBJECTIVITY – fairness to all parties and not taking sides
- RESPECTFULNESS – valuing others' views, beliefs and behaviours
- LAWFULNESS – following relevant laws, regulations and guidelines
- REFLECTION ON PRACTICE – carefully considering and monitoring what I do and why, to make sure that it is in the best interests of the children

Low Level Concerns

Low level concerns are any concerns, no matter how small, that demonstrate a JAG leader may have acted in a way which.

1. Is inconsistent with the JAG Code of Conduct, including inappropriate conduct outside of the work environment and or hours
2. Does not meet the threshold for reporting to external authorities but still raises a concern about an individual's behaviour

Some examples if this maybe but is not limited to.

- Being overly 'friendly' to certain children, having favourites or showing favouritism or special treatment
- Using inappropriate language or making suggestive or flirtatious comments or making jokes any of which could be deemed offensive or inappropriate
- Failing to maintain professional boundaries
- Sharing own personal contact details (or other personal details) with the children including via social media platforms
- Giving of gifts to individual children
- Inviting the children to spend time either alone or as part of a group outside of the regular program activities
- Not adhering to JAG policies and procedures

Any low-level concerns should be reported immediately to the Head of Education & Welfare for the club and the JAG lead DSL team safeguarding@junioradventuresgroup.co.uk
JAG will always do all that we can to preserve the confidentiality of the JAG leader who has shared their concern.

All reports of low-level concerns will be taken seriously and responded to appropriately.

JAG will respond to reports of low-level concerns taking the following steps.

1. Initial assessment/investigation – A JAG lead DSL will assess the concern to determine if it meets the criteria of a low-level concern
2. Action plan – If the concern is deemed low level, an action plan will be developed to address the behaviours.
3. Monitoring – the individual's behaviours will be closely monitored by the direct line manager to ensure action have been addressed, behaviours have changed and there are no further concerns
4. Escalation – If the behaviours do not improve or if further concerns are raised the matter may be escalated. Escalation may include but is not limited to, Informal recorded discussions, Additional training, Increased supervision, Verbal or Written warning, Employee Assistant Program support

All JAG leaders will receive appropriate low-level concerns training as parent of the JAG Essentials training and safeguarding training.

Spectrum of Behaviours

Allegation

Behaviour which indicates that an adult who works with children has:

- behaved in a way that has harmed a child, or may have harmed a child; and/or
- possibly committed a criminal offence against or related to a child; and/or
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children; and/or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children.

Low-Level Concern

Does not mean that it is insignificant, it means that the adult's behaviour towards a child does not meet the threshold set out above. A low-level concern is any concern – no matter how small, and even if no more than causing a sense of unease or a 'nagging doubt' – that an adult may have acted in a way that:

- is inconsistent with an organisation's staff code of conduct, including inappropriate conduct outside of work, and
- does not meet the allegation threshold, or is otherwise not serious enough to consider a referral to the LADO – but may merit consulting with and seeking advice from the LADO, and on a no-names basis if necessary.

Appropriate Conduct

Behaviour which is entirely consistent with the organisation's staff code of conduct, and the law.



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Appendix G - Whistleblowing Policy and Procedures

JAG does not accept or condone any behaviours by leaders or other associated adults that is contrary to its aims and objectives or is in any way a breach in a policy or procedure and **concerns about poor or unsafe practice in JAG's safeguarding provision**. JAG actively encourages and fully supports the reporting of any such behaviours.

JAG seeks to provide high standards of conduct and integrity at all times inclusive of partnership status. In the event a JAG leader becomes aware of activity which gives any cause for concern or is a breach to any JAG policy or procedure they have a duty to report this, which can be done using the whistleblowing procedures.

The aim of whistleblowing is to provide JAG leaders with a framework allowing for concerns to be raised confidentially and without prejudice, thus providing for a thorough and appropriate investigation into the matters raised and reaching a satisfactory conclusion.

JAG recognises that where a concern is raised about a wrongdoing by an individual, they are protected under the Public Interest Disclosure Act 1998. The act applies where a JAG leader has reasonable belief that their disclosure tends to show one or more of the following:

- Safeguarding concerns including flouting policies and procedures
- Manipulation of records and/or records
- Corruption
- Decision making in support of personal gain
- Any criminal activity
- Abuse of position
- Fraud and deceit
- Causing danger to the environment

JAG has support measures in place that protect whistle blowers from any form of victimisation or retaliation. This includes procedures ensuring concerns are dealt with efficiently and effectively by suitable JAG personnel. JAG will always do all that we can to preserve the confidentiality of the JAG leader who has shared their concern.

To report a concern under this whistleblowing procedures contact.

safeguarding@junioradventuresgroup.co.uk or people@junioradventuresgroup.co.uk

JAG encourages leaders to raise all matters internally in the first instance to allow JAG leaders in a senior position of responsibility and authority the opportunity to investigate and where possible right the wrong and provide a satisfactory conclusion to the whistle blower. If following this the whistle blower feels their concerns are not being taken seriously or where their concerns are regarding the JAG leaders in a senior position of responsibility therefore, they are unable to discuss this with them they can contact any of the JAG leaders as detailed below.

Mekila Kelly (Head of Safeguarding & Welfare) – mekila.kelly@junioradventuresgroup.co.uk

Craig Jones (CCEO) – craig.jones@junioradventuresgroup.co.uk

Nicola Johns (Head of People) – Nicola.johns@junioradventuresgroup.co.uk

JAG's Process following a concern or allegation being raised

Managing allegations against staff who work with children is a critical aspect of safeguarding practice, ensuring that concerns are handled promptly, fairly, and in line with statutory guidance. Allegations may arise in any setting and can range from minor concerns to serious misconduct.

It is crucial to report and record any concerns regarding staff behaviour as soon as they arise. Every concern, regardless of how small it may seem, will be treated seriously and documented accurately. Proper reporting ensures that the issue is addressed effectively and transparently, protecting both children and staff, so we can take appropriate action, identify any patterns of behaviour and maintain a culture of accountability and trust within JAG.

JAG's principles for managing concerns and allegations follow statutory guidance, which advise that, when handling any concerns or allegations, it is important to:

- Use sound judgement and a sensible, proportionate approach
- Respond to allegations promptly, fairly, and consistently
- Ensure where a child is involved that they are protected, while also offering appropriate support to the individual involved

After gathering relevant information and carrying out an initial assessment, a decision must be made about whether the concern or allegation meets the Safeguarding harm threshold.

JAG's Lead DSL will then consider whether the individual in question has:

- Harmed a child, or may have harmed a child and/or
- Committed a criminal offence against or related to a child, and/or
- Behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children, and/or
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children

If the concern or allegation does meet the harm threshold JAG's DSL will contact the Local Authority Designated Officer (LADO) within one working day, where it is alleged that an individual working with children may have met the harm threshold. JAG's DSL is responsible for supporting and managing the individual person involved in the allegation, and for working with the LADO to determine the appropriate course of action. In cases involving serious allegations, a thorough, coordinated, and professional response is essential - particularly where multiple strands may be involved. These may include a police investigation into a potential criminal offence, enquiries and assessments by children's social care, and potential internal disciplinary procedures. A detailed, up-to-date chronology should be maintained for both the alleged victim and the person subject to the allegation. To ensure transparency and integrity throughout the process, all actions, referrals, risk assessments, safety plans, decisions and the rationale behind them must be clearly recorded and will be shared with the LADO. This includes notes of all conversations - whether in person or by phone - with staff or external agencies.

External Contacts

If you are worried about sharing concerns with the JAG Lead DSL team you can contact your local Childrens Safeguarding Partnership their contact information is displayed on the information board in the club welcome area. Alternatively, you can contact the following external contacts:

- NSPCC whistleblowing advice line is available. Staff can call 0800 0280285 – 08:00 to 20:00, Monday to Friday and 09:00 to 18:00 at weekends. The email address is: help@nspcc.org.uk. Alternatively, staff can write to: National Society for the Prevention of Cruelty to Children (NSPCC), Weston House, 42 Curtain Road, London EC2A 3NH.
- Ofsted provides guidance on how to make complaints about a provider: Complaints procedure - Ofsted - GOV.UK <https://www.gov.uk/government/organisations/ofsted/about/complaints-procedure>
- General guidance on whistleblowing can be found via: Whistleblowing for employees. <https://www.gov.uk/whistleblowing>

This must include when and how to report concerns and the process that will be followed after staff report concerns.



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Appendix H - Safeguarding Adults Policy

JAG is committed to safeguarding and promoting the welfare of all adults, including colleagues, visitors and apprentices, who work with JAG clubs in regulated activity with the children and young people accessing our services and others they may meet. This statement in conjunction with the JAG Safeguarding policy document outlines the JAG approach to safeguarding adults in line with relevant laws and guidance.

JAG's adult safeguarding policy aims to protect vulnerable adults from abuse or neglect while supporting their autonomy. JAG has a duty of care to provide support and guidance to its employees whilst recognising where signposting to other professionals is necessary due to a situation requiring professional guidance outside of the JAG areas of expertise, for example signposting to adult social care via the local authority, LADO, doctor or citizens advice.

JAG is committed to:

- Ensuring the safety and well-being of adults within JAG clubs and support functions
- Promoting a safeguarding culture to include vigilance and respect
- Providing all JAG leaders, colleagues and volunteers with high quality, appropriate training, supervision and CPD
- Responding timely and effectively to all concerns and allegations raised

JAG recognises the following items are as per previously noted within the safeguarding policy document, in terms of.

- JAG global safeguarding commitment
- Categories of abuse
- What to do if you have a concern
- Allegations involving JAG leaders
- Personal protection
- Good practice
- Unacceptable practices
- Reporting a concern
- Safer recruitment
- Mobile phones, smart and other devices
- Professional boundaries
- Promoting awareness & training
- Whistleblowing

JAG takes its responsibilities for safeguarding adults seriously and asks all leaders, volunteers and apprentices to have regarding for all JAG operational and HR policy documents. JAG provides the following Employee Assistance Program (EAP), a free and confidential service where all JAG employees and seek advice and guidance from a range of professionals in relation to but not limited to.

- Personal finances
- Mental health & well-being

- Solicitor services
- Occupational Health
- Addiction counsellors



The legal context of adult safeguarding within JAG is underpinned by the following guidance, full documentation can be found using the links provided.

1. Safeguarding Vulnerable Groups Act 2006
<https://www.legislation.gov.uk/ukpga/2006/47/contents>
2. Mental Capacity Act 2005
<https://www.legislation.gov.uk/ukpga/2005/9/contents>
3. Health and Safety at Work Act 1974
<https://www.hse.gov.uk/legislation/hswa.htm>
4. Working Together to Safeguard Children 2018
https://assets.publishing.service.gov.uk/media/669e7501ab418ab055592a7b/Working_together_to_safeguard_children_2023.pdf
5. Local Safeguarding Adults Board Guidelines

Whilst JAG has due regard to safeguarding adults, the safety, health and wellbeing of the children in its care is paramount and with this in mind whilst JAG will not discriminate against adults it will take a balanced approach in line with KCSIE 2025 and the EYFS 2025 to determine a person's suitability to work in regulated activity with children.