



# Big Green Adventures Ltd

## Safeguarding Policy

### Who This Policy Applies To

This policy applies to everyone working for or on behalf of BGA, including:

- Paid staff
- Freelance staff
- Volunteers
- Seasonal workers
- Agency staff
- Work experience students

### Purpose of This Policy

The purpose of this policy is to:

- Protect **children and vulnerable people** who take part in BGA activities
- Provide staff with clear guidance on **safeguarding and child protection**

### Our Commitment

BGA believes that no child or vulnerable person should ever experience abuse or harm.

We are committed to:

- Promoting the **welfare and safety** of all children and vulnerable people
- Providing our services in a way that **keeps people safe**
- Treating everyone with **respect and dignity**

We recognise that safeguarding applies to **all customers**, regardless of age, disability, gender, race, religion, or sexual orientation.

Some individuals may be **more vulnerable** due to previous experiences, additional needs, or communication barriers. We work in partnership with **parents, carers, and relevant organisations** to support their safety and wellbeing.

### Legal Framework

This policy is based on current UK safeguarding law and guidance, including:

- Children Act 1989 & 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014

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- Care Act 2014
- Working Together to Safeguard Children (latest UK Government guidance)
- Keeping Children Safe in Education (KCSIE)
- UK General Data Protection Regulation (UK GDPR) & Data Protection Act 2018

### How We Keep People Safe

BGA will:

- **Listen to and respect** all children and vulnerable people
- Follow clear safeguarding procedures and codes of conduct
- Provide training, supervision, and support for staff
- Ensure appropriate background checks (DBS checks) are completed
- Maintain clear boundaries and professional behaviour at all times
- Implement and follow an **e-safety policy**
- Record and store information securely and in line with data protection law
- Share safeguarding concerns with relevant agencies **when necessary**
- Involve parents, carers, and individuals appropriately
- Respond properly to concerns or allegations about staff
- Promote an anti-bullying environment
- Provide clear complaints and whistleblowing procedures
- Maintain a **safe physical environment** in line with health and safety law

### Reporting Concerns

All staff must:

- Report any safeguarding concerns **immediately** to a senior member of staff
- Record concerns clearly and accurately
- Never ignore or dismiss a concern

If someone is in **immediate danger**, staff must call 999.

### Safer Working Practice

- Staff must always act in a way that **protects themselves and others**
- Avoid situations where they are **alone with a child** where possible
- Maintain appropriate physical and professional boundaries
- Follow all BGA procedures at all times

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### Confidentiality and Information Sharing

- Information will be handled sensitively and securely
- Safeguarding concerns may be shared with appropriate authorities to protect someone from harm
- We follow UK GDPR and Data Protection Act 2018 requirements

### Policy Review

This policy will be reviewed annually or sooner if there are changes in legislation or guidance.