



The  
Venturers  
Norfolk Broads Cruise

**Child Protection Policy,  
Guidelines & Procedures**



### Revision Record

Revision number	Date of revision	Notes
VNBC CPP March 2019	05/03/2019	Based upon Version <Child Protection Policy February 2017> with the following amendments: - Revision record added - Revision number on headers. - 'CCPAS' has changed name to 'thirtyone:eight' – relevant details updated -email address 'safeguarding@venturers.org.uk' added as an additional contact email for Hannah Glover and as a contact on the back page. - Appendix – Declaration – additional paragraph regarding any changes to DBS status to be declared.

# THE VENTURERS CRUISE CHILD PROTECTION POLICY, GUIDELINES & PROCEDURES

## CONTENTS

	VENTURERS NORFOLK BROADS CRUISE CONTACTS	...3
1.0	INTRODUCTION	...4
2.0	POLICY	...4
3.0	APPOINTMENT OF OFFICERS AND CREW MEMBERS OVER 18	...5
4.0	WHAT TO DO IF YOU SUSPECT THAT ABUSE MAY HAVE OCCURRED OR IF SOMEONE TELLS YOU THAT ABUSE HAS OCCURRED	...5
5.0	WHAT TO DO ONCE A YOUNG PERSON HAS TALKED TO YOU ABOUT ABUSE	...7
6.0	GUIDELINES TO OFFICERS AND CREW MEMBERS OVER 18	...7
7.0	"SAFE FROM HARM" SUMMARY OF RECOMMENDATIONS	...7
8.0	RECOGNISING AND RESPONDING TO ABUSE	...8
9.0	HOW TO REACT WHEN A YOUNG PERSON WANTS TO TALK ABOUT ABUSE	...9
10.0	SUPERVISION / PERSONAL CONDUCT ISSUES	...10
	SAFEGUARDING PROCEDURES FOR APPOINTING NEW OFFICERS	...11
	APPENDIX	...12

### VENTURERS NORFOLK BROADS CRUISE CONTACTS

**Commodore:** Kevin Smith, 73 Conifer Crest, Newbury, Berkshire, RG14 6RS  
Tel: 01635 580462 / 07867504951 Email: kevin@kcto.co.uk

**Child Protection Co-ordinator:** Hannah Glover, Garden Flat, 42 Ash Road, Horfield, Bristol, BS7 8RN  
Tel: 07901 646629 Email: hannahglover@yahoo.co.uk / safeguarding@venturers.org.uk

**Child Protection Reference Assessor:** Tim Smith, 5 Raymond Avenue, South Woodford, London, E18 2HF  
Tel. 020 8989 6153 Email: tsmith2020@aol.com

**Hon. Secretary:** Nick Gray, 19 Willow Close, Buckhurst Hill, London, IG9 6HS  
Tel: 0208 504 5413 Email: nickgray@bmjgroup.com

## 1.0 INTRODUCTION

### 1.1 The Venturers Norfolk Broads Cruise (hereafter "the Venturers").

The Venturers is an interdenominational Christian organisation.

The Venturers is a sailing holiday for young people ages 12 to 18 that takes place each Easter time, for one week, on the Norfolk Broads. During the day most of the time is spent in single sex groups with a Skipper of either sex, and sleeping accommodation is on yachts in single sex groups with a First Mate, normally aged under 21, in charge overnight. The young people come from all over the United Kingdom. The Venturers Trustees (hereafter "the Trustees") take seriously their responsibility to protect and safeguard the welfare of young people entrusted to the Venturers' care. Officers and crew members over 18 come by recommendation, many of them having grown up through the organisation.

Venturers is licensed with the Adventure Activities Licensing Authority (Young Persons Safety Act 1995).

Throughout this document the term child or young person means someone under the age of 18.

This policy applies to all volunteers, Officers and Crew Members over 18 years old, and the board of trustees.

## 2.0 POLICY

### 2.1 As part of the mission of the Venturers the Trustees are committed to:

- listen to, relate effectively with, and value all young people whilst ensuring their protection during Venturers activities,
- encourage and support parents / carers,
- ensure that Skippers, Officers, First Mates and any crew member over the age of 18 (hereafter "the Officers and crew member over 18") are given support and awareness training and guidance on best practice.

### 2.2 The Trustees recognise that children and young people can be the victims of neglect and physical, sexual and emotional abuse. Accordingly, the Trustees have adopted the policy contained in this document entitled "The Venturers Child Protection Policy, Guidelines & Procedures" (hereafter "the policy"). The document sets out agreed policy, guidelines and procedures relating to the following areas:

- appointing Officers and crew members over 18,
- responding to allegations of abuse or neglect, including those made against Officers or crew members over 18 of the cruise,
- supervision of activities and personal conduct issues.

- 2.3 The Trustees recognise the need to build constructive links with the child care agencies. Accordingly these guidelines have been prepared in consultation with the Norfolk Social Services Department and the Churches' Child Protection and Advisory Service (CCPAS). CCPAS, as of November 2018 has been renamed thirtyone:eight, and is the only independent Christian charity providing professional advice, support, training and resources in all areas of safeguarding children, vulnerable adults and for those affected by abuse. They regularly give advice to government, Safeguarding Boards, Children's Social Care, Adult Social Services, the Police, the Probation Service, Health, voluntary bodies and other agencies across the UK.
- 2.4 Details of the Home Area Social Services (the Child Protection Agency that covers the area of the young persons home address) are not held on file on Venturers, but if a number is required thirtyone:eight will be able to provide the information, or an internet search for 'Child Protection' and the home town of the young persons will offer the local agencies. If internet connection is poor then a non-attending trustee will be phoned to look up the information needed.
- 2.5 If a serious incident occurs on Venturers the Police will be informed. An incident will be deemed serious if a criminal activity has occurred, or if the Commodore or Co-ordinator deems it as such. Any person also has the jurisdiction to decide if a situation requires police intervention.
- 2.6 The guidelines contained here are formulated to help Officers and crew members over 18 respond appropriately when abuse is suspected, disclosed or discovered, and to prevent abuse.
- 2.7 Venturers only promotes the basis of faith that the Charity Commission has approved as being to the public benefit.

### 3.0 APPOINTMENT OF OFFICERS AND CREW MEMBERS OVER 18

- 3.1 The Home Office, in consultation with the Department of Health, the Department of Education, and the Welsh Office, have published a Code of Practice *Safe from Harm*, for voluntary organisations which has been used as a framework for this policy.
- 3.2 It is important to have information about any potential Officers and crew members over 18's background. The Disclosure and Barring Service (DBS) for police and criminal record checks provides this service. Venturers' checks go through thirtyone:eight. DBS checks and references are automatically sought for anyone over the age of 18 who joins the cruise other than day visitors who have no unsupervised contact with young people. If the officer or crew member over 18 already has a current DBS certificate, Venturers will check the certificate covers the same criteria, and a check is run through the DBS update service which confirms there are no new convictions.
- 3.3 The selection process includes the following: (*see Appendix*)
- all prospective Officers and crew members over 18 will be asked to complete an application form, which includes a declaration about previous convictions. (*see pages 12 & 13*)
  - a satisfactory Disclosure and Barring Service (DBS) check . (*see page 11*)
  - prospective Officers will be interviewed to find out about past experience and attitudes,
  - at least one reference will be taken up, (*see Pages 14 & 15*)

- the officer and crew member over 18 will sign a declaration that he / she has read and understood the Policy and will abide by the guidelines. (see Page 15)

#### 4.0 WHAT TO DO IF YOU SUSPECT THAT ABUSE MAY HAVE OCCURRED OR SOMEONE TELLS YOU THAT ABUSE HAS OCCURRED

- 4.1 As soon as possible, record the information given to you without asking leading questions. Do not promise confidentiality. You must report concerns as soon as possible (the same day) to the "the Co-ordinator" (as named on front page of policy) who is nominated by the Trustees to act on their behalf in referring all allegations or suspicions of neglect or abuse to the statutory authorities. In the absence of the Co-ordinator the matter should be brought to the attention of the Commodore (as named on front page of policy).
- 4.2 If the suspicions in any way involve the Co-ordinator then the report should be made to the Commodore. If the suspicions in any way implicate both the Co-ordinator and the Commodore, then the report should be made in the first instance to thirtyone:eight, PO Box 133, Swanley, Kent, BR8 7UQ. Tel: 0303 003 1111 [info@thirtyoneeight.org](mailto:info@thirtyoneeight.org)  
Any complaints regarding the handling of any safeguarding issues can be made directly to Venturers Cruise: Venturers Norfolk Broads Cruise, 3 Old Hall Close, Trowse, Norwich, Norfolk, NR14 8TB, [info@venturers.org.uk](mailto:info@venturers.org.uk) or [www.venturers.org.uk](http://www.venturers.org.uk). If the initial response is unsatisfactory or you have further concerns thirtyone:eight can be contacted directly.
- 4.3 You should not discuss your suspicions with anyone other than those nominated above. First Mates however may wish to have a preliminary discussion with their Skipper before informing the Co-ordinator. Make written notes as soon as possible. (see paragraph 5.1)
- 4.4 It is, of course, the right of any individual as a citizen to make direct referrals to the child protection agencies or seek advice from thirtyone:eight. However we hope that Officers or crew members over 18 will use the procedures outlined in this policy. If however, anyone feels that the Co-ordinator or Commodore has not responded appropriately to their concerns, then it is open to them to contact the relevant organisation direct. We hope that by making this statement we reinforce the commitment of the Trustees to effective child protection.
- 4.5 Allegations of physical injury or neglect:  
If a young person has a physical injury or symptom of neglect not known to have been sustained during Venturers activities, the Officer or crew member over 18 will:
- a) Record the information.
  - b) Pass on this information to the Co-ordinator. Where the Co-ordinator is unsure whether or not to refer a case to the Social Services, advice from thirtyone:eight will be sought and followed. thirtyone:eight will confirm its advice in writing in case this is needed for reference purposes in the future.
- 4.6 Allegations of Sexual Abuse:  
In the event of allegations or suspicions of sexual abuse the Officer or crew member over 18 must immediately pass this information on to the Coordinator who will:
- a) Contact thirtyone:eight for advice / support and, if advised to do so, the Home Area Social Services Child Protection Officer. The Co-ordinator will not speak to anyone else but may discuss the situation with the Commodore if assistance is required. thirtyone:eight will confirm its advice in writing in case this is needed for reference purposes in the future.

- b) Under no circumstances will the Co-ordinator attempt to carry out any investigation into the allegations or suspicions of sexual abuse. The role of the Co-ordinator is to collect and clarify the precise details of the allegation or suspicion and make written notes. This information will then be passed on to the Social Services Department, whose task it is to investigate the matter under Section 47 of the Children Act 1989.
- c) Whilst allegations or suspicions of sexual abuse will normally be reported to the Co-ordinator, the absence of the Co-ordinator or Commodore should not delay referral to the Home Area Social Services Child Protection Team.
- d) Exceptionally, should there be any disagreement between the person in receipt of the allegation or suspicion and the Co-ordinator or Commodore as to the appropriateness of a referral to the Social Services Department, that person retains a responsibility as a member of the public to report serious matters to the Home Area Social Services Department or thirtyone:eight, and should do so without hesitation.
- e) The Trustees will support the Co-ordinator or Commodore in their role, and accept that any information they may from time to time have in their possession will be shared in a strictly limited way on a need to know basis. The individual's identity will be preserved in all but exceptional circumstances.

## 5.0 WHAT TO DO ONCE A YOUNG PERSON HAS TALKED TO YOU ABOUT ABUSE

### 5.1 Straight away:-

Make notes as soon as possible (preferably within an hour of the discussion), writing down exactly what the young person said and when he/she said it, what you said in reply and what was happening immediately beforehand (e.g. description of activity). Record dates and times of these events and when you made the record. Keep all hand-written notes, even if these have subsequently been typed up.

- b) Report your discussion as soon as possible to the Co-ordinator. If the latter is implicated or unavailable, report to the Commodore. If both are implicated, report to thirtyone:eight. (see *paragraph 4.2*)

You should not discuss your suspicions or allegations with anyone other than those nominated in the above point.

### 5.2 Before return home:-

In some instances there may be a need to consider additional action to protect the young person i.e. discussion as to whether or not the young person should return home. This discussion should be carried out by the Co-ordinator or Commodore with the appropriate Social Services Department and / or thirtyone:eight.

## 6.0 GUIDELINES TO OFFICERS AND CREW MEMBERS OVER 18

- 6.1 Sections 4 and 5 above and their sub-sections inform Venturers Officers and crew members over 18 of the policies the Trustees require to be followed if abuse of a young person is suspected, alleged or disclosed during Venturers. The following paragraphs give more general guidelines of recommended good practice.

## 7.0 "SAFE FROM HARM" - SUMMARY OF RECOMMENDATIONS

Extracted from "Safe From Harm". A code of practice for safeguarding the welfare of children in voluntary Organisations in England and Wales. Published by the Home Office in 1993.

### 7.1 Minimising risk

- Plan the work of the organisation so as to minimise situations where the abuse of children may occur.
- Introduce a system whereby children may talk with an independent person.
- Use supervision as a means of protecting children.
- Issue guidelines on how to deal with the disclosure or discovery of abuse.
- Train volunteers and policy makers in safeguarding.

## 8.0 RECOGNISING AND RESPONDING TO ABUSE

### 8.1 Who Abuses Children / Young People?

- Rarely a stranger.
- Usually someone who knows the young person, e.g. parent, carer, baby-sitter, sibling, relative, or friend of the family.
- Sometimes, someone in authority such as a teacher, youth leader, children's worker, or a church worker / leader.
- Sometimes, paedophiles and others who set out to join organisations (including churches) to obtain access to children.

### 8.2 Recognising and Responding to Abuse.

The following behavioural signs **may** be indications of child abuse, but they should not be taken in isolation:



Physical signs:

- Any injuries not consistent with the explanation given for them.
- Injuries which occur to the body in places which are not normally exposed to falls, rough games, etc. Injuries which have not received medical attention.
- Neglect – under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care , etc.
- Reluctance to change for, or participate in, games or swimming.
- Repeated urinary infections or unexplained tummy pains.
- Bruises, bites, burns, fractures, etc. which do not have an accidental explanation.
- Cuts / scratches / substance abuse.

8.3 Indicators of possible sexual abuse:

- Any allegations made by a young person concerning sexual abuse.
- Young person with excessive pre-occupation with sexual matters and detailed knowledge of adult sexual behaviour, or who engages in age-inappropriate sexual play.
- Sexual activity through words, play or drawing.
- Young person who is sexually provocative or seductive with adults.
- Inappropriate bed-sharing arrangements at home.
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations.
- Eating disorders – anorexia, bulimia

8.4 Emotional signs:

- Changes or regression in mood and behaviour, particularly where a child withdraws or becomes clinging. Also depression / aggression, extreme anxiety.
- Nervousness / frozen watchfulness, obsessions or phobias
- Sudden under-achievement or lack of concentration.
- Inappropriate relationships with peers and / or adults.
- Attention-seeking behaviour. Persistent tiredness.
- Running away / stealing / lying.

It is important that the above signs are not taken as indicating that abuse has taken place, but the possibility should be considered.

#### 8.5 Specific safeguarding issues:

All officers should be alert to the possibility that young people may be groomed whenever they are in a sociable situation such as a football club, church or adventurous activity such as the cruise. It is incumbent upon us to be vigilant and to report any suspicions we may have to the Child Protection Co-ordinator. Equally, we should take seriously and report any comments from the young people if they suspect that they or another person is being groomed or receiving undue or inappropriate attention from an adult.

Expert and professional organisations are best placed to provide up-to-date guidance and practical support on specific safeguarding issues. For example information can be found on the TES and NSPCC website. Broad government guidance can also be accessed on the issues listed below and many more issues via the GOV.UK website:

- bullying including cyberbullying

<https://www.gov.uk/government/publications/preventing-and-tackling-bullying>

- faith abuse

<https://www.gov.uk/government/publications/national-action-plan-to-tackle-child-abuse-linked-to-faith-or-belief>

- female genital mutilation (FGM) (and see next page)

<https://www.gov.uk/government/publications/female-genital-mutilation-guidelines>

- gangs and youth violence

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/418131/Preventing\\_youth\\_violence\\_and\\_gang\\_involvement\\_v3\\_March2015.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/418131/Preventing_youth_violence_and_gang_involvement_v3_March2015.pdf)

- preventing radicalisation (see further information below)

<https://www.gov.uk/government/publications/channel-guidance>

- sexting

<https://www.ceop.police.uk/Media-Centre/Press-releases/2009/What-does-sexting-mean/>

- teenage relationship abuse

<https://www.gov.uk/government/collections/this-is-abuse-campaign>

Further information on Female Genital Mutilation:

Female Genital Mutilation (FGM) comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long-lasting harmful consequences. Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM. There is a mandatory reporting duty upon that individual to ensure this gets reported to the police via the co-ordinator.

Further information on Preventing Radicalisation:

Protecting children from the risk of radicalisation should be seen as part of wider safeguarding duties, and is similar in nature to protecting children from other forms of harm and abuse. Radicalisation refers to the

process by which a person comes to support terrorism and forms of extremism. There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology. As with managing other safeguarding risks, Officers and crew over 18 should be alert to changes in children's behaviour which could indicate that they may be in need of help or protection.

## 9.0 HOW TO REACT WHEN A YOUNG PERSON WANTS TO TALK ABOUT ABUSE

It is not easy to give precise guidance but the following may be of help.

### 9.1 General Points

- Let them speak. Don't ask leading questions and never push for information. This could contaminate the evidence if it ended up in court.
- Show acceptance of what the young person says (however unlikely the story may sound).
- Keep calm. Look at the young person directly. Be honest.
- Tell them now you will need to let someone else know - don't promise confidentiality.
- Even when a child / young person has broken a rule tell them they are not to blame for the abuse.
- Be aware that the young person may have been threatened, or bribed not to tell.
- If the young person decides not to tell you after all, then accept that and let them know that you are always ready to listen.

### 9.2 Helpful things you may say or show:

- I believe you (or showing acceptance of what the young person says).
- Thank you for telling me.
- It's not your fault.
- I will help you.

If you feel you may have shown surprise or shock at what you have been told, you may find it helpful to say something like, "I may have looked ..... as you told me these things, but that does not prevent me from wanting to get you help".

### 9.3 Don't Say:

- Why didn't you tell anyone before?
- I can't believe it.
- Are you sure this is true?
- Why? How? When? Who? Where?

- Never make false promises.
- Never make statements such as "I am shocked, don't tell anyone else".

#### 9.4 Concluding:

- Again, reassure the young person that they were right to tell you and show acceptance.
- Let the young person know what you are going to do next and that you will let them know what happens.
- Immediately refer to someone appropriately qualified; the Co-ordinator or Commodore.
- Consider your own feelings and seek pastoral support if needed.

### 10.0 SUPERVISION / PERSONAL CONDUCT ISSUES

- 10.1 Churches and Christian organisations have often failed to provide guidelines in relation to the supervision of young people and specific activities. There is often the assumption that everyone knows what is appropriate in the circumstances and is working to the same end. This is rarely the case when there is an absence of specific expectations. The following guidance is to protect young people from abuse and Officers and crew members over 18 from false accusation.
- 10.2 Where possible an Officer or crew member over 18 should not be out of sight alone with a young person of either sex. Where confidentiality is important (e.g. counselling a young person) ensure that others know that the interview is taking place and that someone else is in the near vicinity.
- 10.3 Physical contact (such as touching a hand, or an arm around the shoulders) between adults and young people can be quite healthy and is acceptable in public places, but is not appropriate when Officers and crew members over 18 and young people are on their own. A rejection of physical contact must be respected.
- 10.4 Officers and crew members over 18 should treat all young people with dignity and respect in attitude, language used and actions. Privacy is difficult in the close confines of yachting, but should be respected whenever possible. Encourage changing of clothes and use of toilet to be done in private. Avoid questionable activities such as rough / sexually provocative games or comments.
- 10.5 Ensure that arrangements for transporting young people are with the knowledge of the team / leadership and / or have parental approval.
- 10.6 Anyone seeing another Officer or crew member over 18 acting in a way which could be misinterpreted may speak to the individual and should speak to the Co-ordinator or the Commodore about the concern.
- 10.7 Other than as published openly for the proper purposes of administering the running of the Cruise, no officer or crew member over 18 should give their address, email addresses or mobile telephone numbers to any young person, nor make arrangements to meet them individually after the end of the cruise.
- 10.8 Social Media and online contact – one to one contact must not occur. If communication is needed then this can be by email, and the email address 'emails@venturers.org.uk' must be cc'd in – this

account is checked and will be kept and archived. Emails should be formal and not use anything that could be misunderstood eg emoji's and abbreviations and acronyms.

Contact with young people via any other social media platform must be avoided and friend requests not sent or accepted. Any facebook contact should only be on the Venturers page, and should be public.

Please see appendix for more information on social media.

## SAFEGUARDING PROCEDURES FOR APPOINTING NEW OFFICERS AND CREW MEMBERS OVER 18

- 1.0 By definition Officers and crew members over 18 are any Skippers, Catering Staff, First Mates, any other supernumeraries, and any crew member over the age of 18.
- 2.0 Any prospective new Officer or crew member over 18 will be sent the following documents by the Co-ordinator:
  - A copy of "The Venturers Cruise Child Protection Policy, Guidelines & Procedures"
  - An application form for return to the Child Protection Reference Assessor (hereafter "the CPRA").  
(see *Pages 12 & 13*)
  - Details of how to apply for a DBS check through thirtyone:eight.
- 3.0 On receipt of application form the CPRA will send a Questionnaire to Referee(s), with the Venturers website address. (see *Pages 12 & 13*)
- 4.0 On return of references the CPRA will inform the Commodore and Co-ordinator whether or not the applicant is suitable. The CPRA will keep the application forms and references in a confidential file.
- 5.0 If not previously known to the Trustees, then one of them will interview the applicant, preferably face to face. This interview should be informal and carried out by a Trustee who is not related to or a close friend of the applicant. The interviewing Trustee will inform the Commodore and Co-ordinator of his/her findings and send a brief written report to the CPRA.
- 6.0 The Commodore and Co-ordinator will make final decision as to acceptability of applicant. If rejected the Co-ordinator will inform applicant and CPRA of the decision. Successful applicants will be sent:
  - A copy of "The Venturers Safety Manual" and most recent "Venturers Manual" containing general guidelines.
  - A copy of the Declaration (see *Page 15*) for signing and keeping on file.
  - If applicant is a Skipper, a copy of the "Skippers Manual".

APPENDIX

THE VENTURERS NORFOLK BROADS CRUISE

APPLICATION FORM FOR VOLUNTARY WORK AS AN OFFICER WITH YOUNG PEOPLE

The Trustees ask all adults to complete this form. The Information will be kept confidentially by The Trustees, unless requested by an appropriate authority.

1. PERSONAL DETAILS

Full Name .....
Maiden / Former Name(s) .....
Date and place of birth .....
Home Address .....
Postcode .....

Telephone No. Day ..... Evening .....
Email .....

How long have you lived at the above address ? ..... years.
If less than 3 years, please give previous addresses with dates.

.....
.....
.....

Please tell us about your Christian experience (i.e. how long you have been a Christian, which Churches you have attended & dates, name of minister / leader, any activities undertaken.)

.....
.....
.....

Please give details of previous experience of looking after or working with children and / or young people. Please include details of any relevant qualifications or appropriate training either in a paid or voluntary capacity.

.....
.....
.....

Have you ever had an offer to work with children / young people declined ? YES / NO
If yes, please give details:

.....
.....
.....

Do you suffer, or have you suffered any illness which may directly affect your work with young people?  
YES / NO

If yes please give details.

.....  
.....  
.....

2. REFERENCES

Please give the names, addresses, telephone numbers, email address and role or relationship of two people who know you well and who would be able to give a personal reference. One should be your Church Leader / Minister.

Name: .....	2. Name: .....
Address: .....	Address: .....
.....	.....
.....	.....
.....	.....
Tel: .....	Tel:.....
.....	.....
Email: .....	Email: .....
.....	.....
Role / relationship: .....	Role / relationship: .....

3. **DECLARATION** (See note below\*)

Have you ever been charged with or convicted of a criminal offence (other than minor traffic offence); or are you at present the subject of criminal investigations? (N.B. The disclosure of an offence may not prohibit your appointment.)

YES / NO

If yes, please give details including the nature of the offence(s) and dates.

.....  
.....  
.....

I confirm that the above information is correct and complete

Signed ..... Date ...../...../.....

\*Because of the nature of the work for which you are applying, this position is exempt from the provision of section 4 (ii) of the Rehabilitation of Offenders Act 1974 (Exemptions Order 1975), and you are therefore not entitled to withhold information about convictions which for other purposes are "spent" under the provision of the Act and in the event of appointment, any failure to disclose such convictions could result in withdrawal of approval to work with young people within Venturers. We reserve the right to express any concerns to the child protection authorities.

[VENTURERS HEADED PAPER]

[www.venturers.org.uk](http://www.venturers.org.uk)

Date [ ]

Dear [name]

Re. ...[Name of adult, address]

[First name] has applied to The Trustees of The Venturers Norfolk Broads Cruise to be an Officer on their Easter Sailing Holiday, and has given your name as a referee.

Venturers is an Interdenominational Christian organisation which runs a Cruise each year for young people, of both sexes, age 12 - 17 (please see our website for further details). We have a Safeguarding Policy for the young people in our care during Cruise activities which requires us to seek references for those we otherwise deem suitable to be Officers or First Mates. Venturers is licensed with the Adventure Activities Licensing Authority.

[FIRST MATES:

First Mates will be the most senior member of a single sex crew of young people who will be living in cabin yachts throughout the cruise. The First Mate will be of the same sex. During the day the yacht's designated Officer (the 'Skipper'), of either sex, has overall responsibility for the training, safety and welfare of the crews.]

[OFFICERS (Including Skippers, Catering Staff, Supernumeraries, etc)

Skippers lead single sex crews in cabin yachts upon which the crews live throughout the week. There is a First Mate of the same sex with the crews day and night, but during the day the yacht will have a Skipper, of either sex, who has overall responsibility for the training, safety and welfare of the crews. Other Officers may have responsibility for young people at some point during the Cruise.]

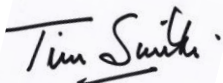
I would be grateful if you would complete the questionnaire on page 2, adding any further comments you feel may be relevant, and return to me via email attachment..

If you prefer to send a hard copy in the post my address is:-

5 Raymond Avenue  
South Woodford  
LONDON  
E18 2HF.

Thank you for your assistance

Kind Regards



Tim Smith  
(for and on behalf of The Trustees)



## **VENTURERS CRUISE REFEREE QUESTIONNAIRE**

1. How long have you known the applicant and in what capacity?
2. Can you tell us what you know of their personal Christian experience?
3. Can you tell us anything you know about their work, voluntary or paid, with children or young people (i.e. under 18)?
4. To your knowledge have they ever had any criminal conviction(s)? - If so what?
5. Would you have any doubts about the safety or welfare of children when in their care?
6. Please tell us anything else relevant, positive or negative, about the applicant that would help us in ascertaining their suitability to being a First mate/ Skipper on a young persons' Christian Sailing Holiday?

## THE VENTURERS NORFOLK BROADS CRUISE DECLARATION

Declaration to be completed by newly appointed Officer, First Mate, or Crew Member over 18.

1. I confirm that I have read "The Venturers Cruise Child Protection Policy, Guidelines & Procedures" (March 2019 version) on protecting young people. I will endeavour to follow the guidelines and if there is anything I do not understand or if I have reason to be concerned about a young person I will check with the Co-ordinator or Commodore.
2. I confirm that if anything changes in regards to my DBS status I will discuss the basis for the change with the Co-ordinator or Commodore.
3. I also confirm that I have re-read "The Venturers Safety Manual" (2014 version) and will endeavour to follow its guidelines.

Signed .....

Name in capitals .....

Date ...../...../.....

## **SOCIAL MEDIA – GUIDELINES FOR USING SOCIAL NETWORKING WITH YOUNG PEOPLE**

As an organisation working with young people we acknowledge the impact and involvement that social networking & messenger sites/apps such as Facebook, Twitter, Instagram and WhatsApp have on the lives of young people and their role in the ways which young people interact with each other. There is huge potential for these tools to be used by youth workers to communicate activities with young people, to encourage them in their faith and to play a part in the discipleship of young people beyond face-to-face groups.

At the same time we acknowledge the dangers and potential risks that these sites can pose to both young people and youth workers and have the potential to be abused as ways of interacting with young people. Therefore as an organisation any officer using social networking as part of their ongoing work with young people must abide by the following guidelines to safeguard both themselves and the young people involved.

### **E-mail**

The use of E-mails for information will generally be sent to an adult, but if contact is made with a young person the Venturers account 'emails@venturers.org.uk' must be cc'd so a log of correspondence is stored, and the appropriate use of e-mail is maintained and monitored. Any contact with young people should be kept appropriate and not use abbreviations/ language that could be misunderstood by a parent or guardian (e.g. LOL, IDK (I don't know) and emoji's/ smilies).

### **Use of Messages & Communication With Individuals**

All social networks allow private messaging to take place between 'friends'. There are times when one-to-one communication is appropriate however this must only be via email, cc'ing 'emails@venturers.org.uk'. Messaging on any other platform is not to happen, even if the messages can be archived.

If a young person communicates via private messaging you must not respond, and this message should be saved and kept. If any communication happens through the Venturers Facebook account this should be kept public and kept logged.

### **Specific Site Guidelines:**

#### **Facebook**

You must not accept or invite young persons from Venturers to be 'friends'. The only exception is if you know the young person outside of Venturers, for example a friend of the family or family member.

If you are concerned about a young person from their posts on a social media network then you should seek further advice from the Child Protection Coordinator.

#### **WhatsApp, Twitter, Instagram, Snapchat, MSN Messenger**

Do not use these to contact young persons. Keep communications to a professional level.

Officers must also be aware that Social Media can cause problems for young people, including online bullying and privacy levels. If any concerns are raised with you please ensure this is reported in the same manner as any other concerns of abuse.

#### **Text Messages**

These are not generally used as a form of communication for Venturers. If contact is needed with a young person, the preferred method of texting is to a parent or guardian.



**Venturers Norfolk Broads Cruise**  
3 Old Hall Close, Trowse, Norwich, Norfolk, NR14 8TB  
safeguarding@venturers.org.uk  
info@venturers.org.uk  
**www.venturers.org.uk**