

Safeguarding Policy

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Section 1 - Overview

Overview of Le Pas Opton

Le Pas Opton is a Holiday resort in the west of France which is run by Association Le Pas Opton and administered through Spring Harvest Holidays.

Our vision is for our guests to enjoy superb holidays in an excellent environment. We want our guests to be refreshed and renewed: spiritually, mentally and physically. We welcome guests from different backgrounds, nations, ages and abilities.

Our vision also encompasses the development and well-being of our employees, including the provision of discipleship opportunities for young Christian animateurs, to learn skills and gain experience that will help to prepare them for lives of Christian service. We also want to worship Christ in this part of France and encourage the church both locally and nationally - with the prayer that blessing will follow, and the work of the Gospel be advanced in France.

Our commitment

Association Le Pas Opton recognises the need to provide a safe and caring environment for all children, young people and adults on the holiday park. We acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse, and neglect.

We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to "all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status".

As a leadership we have therefore adopted the procedures set out in this Safeguarding Policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

Association Le Pas Opton undertakes to:

- endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- provide on-going safeguarding training for those with designated responsibility for safeguarding and provide safeguarding awareness training and clear signposting for all workers and volunteers, appropriate to their role.
- support the Safeguarding Lead, Programme Manager and Parc Directeur in their work and in any action they may need to take in order to protect children and adults with care and support needs.

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Definitions

A child or young person shall be defined as: 'anyone who has not yet reached their 18th birthday'.

Abuse shall be defined as: 'a violation of an individual's human or civil rights by any other person or persons and, for the purposes of safeguarding children, shall include physical abuse, emotional abuse, sexual abuse, neglect, bullying and hazing.'

Harm shall be defined as: 'Ill treatment and forms of ill treatment (including sexual abuse and forms of ill-treatment which are not physical) and also the impairment of or an avoidable deterioration in physical or mental health and the impairment of physical, intellectual, emotional, social or behavioural development.' 'Harm' may be caused by acts of commission and acts of omission.

Section 1 – Overview

Association Le Pas Opton - Team Members

Essential Christian	President (Body Corporate)
John Musgrave	Président Representative and SHH Managing Director
Murielle Baugnet	Secretary
Hugh Francis	Treasurer

Holiday Park Leadership

John Musgrave:	Président Representative and SHH Managing Director Managing Director
Dave Bentley:	Park Directeur
Louise Bentley:	LPO Volunteer Manager and Safeguarding Lead
Claudia Keyworth:	Programme Manager

Those roles which are most likely to be involved in safeguarding matters include:

Animateurs

Volunteers experienced in children's/youth work engaged by Association Le Pas Opton to provide a programme of activities for children and youth on the holiday park

Claudia Keyworth

Programme Manager

Employee of Association Le Pas Opton with line management responsibility for the Animateur Team and oversight of the children's and youth programme.

Dave Bentley

Parc Directeur

Employee of Association Le Pas Opton, assigned to give oversight to the holiday park.

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John Musgrave**Président Representative and SHH Managing Director**

Employee of Essential Christian who acts as the organisations designated person to fulfil the duties of the President of the Association Le Pas Opton and seconded as Managing Director to Spring Harvest Holidays with line management responsibility for the Parc Directeur.

Louise Bentley**LPO Volunteer Manager**

Employee of Association Le Pas Opton, assigned as the LPO Safeguarding Lead.

In addition, Association Le Pas Opton will consult with the designated Safeguarding Officer/ Deputy Safeguarding Officer for Essential Christian, who will provide advice and guidance on all safeguarding matters.

Stella Ellwood**Safeguarding Officer for Essential Christian**

Employee of Essential Christian with designated responsibility for all safeguarding matters across the organisation. Primary point of liaison for serious safeguarding issues where referral is required to outside agencies.

Sarah Driscoll**Deputy Safeguarding Officer for Essential Christian**

Employee of Essential Christian who deputises for the Safeguarding Officer, with designated deputy responsibility for all safeguarding matters across the organisation. Secondary point of liaison, in the absence of the Safeguarding Officer, for serious safeguarding issues where referral is required to outside agencies.

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Section 2 - Prevention

Understanding abuse and neglect

Association Le Pas Opton recognise that, during the holiday season the following may happen:

- Children, young people or adults may disclose alleged abuse to team members.
- Signs of possible abuse may be observed by animateurs or other team members.
- Concerns or allegations may arise about the behavior of an animateur or other team member towards a child, young person or adult.
- Concerns or allegations may arise about the behavior towards a child or children of others on the holiday park, who are not on the team.
- Children, young people or adults may disclose that they are or have a desire to self-harm or signs of possible self-harm may be observed by team members.
- Children may disclose that they have caused harm to another child or may pose a future risk to other children.
- Adults may disclose past or ongoing abuse

Safer recruitment process

Employees and animateurs engaged by Association Le Pas Opton are subject to a formal application process when joining the organisation. A job description is made available, and a panel-interview is conducted. Background checks and DBS Enhanced Disclosures are obtained for employees and animateurs to ensure that they are suitable to work with children, young people and adults with care and support needs. All employees and animateurs are provided with a copy of our Safeguarding Policy and given awareness and signposting training, appropriate to their role. Essential Christian's Safeguarding Officers undertake in-depth training for safeguarding leads with Thirtyone:eight and are subject to an Enhanced Disclosure and Barring Service check.

When considering people to fulfil these roles, Association Le Pas Opton looks for qualifications, as well as skills and experience relevant to the age group that the individual will be serving. In addition, as a Christian organisation we also consider Christian faith, wider experience and maturity for the role and a sympathy with the aims and objectives of Association Le Pas Opton.

- There is a written role outline for animateurs and all other team roles
- Animateurs complete an on-line registration form which includes a self-declaration
- A disclosure and barring check is completed where eligible. (We comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information).
- Satisfactory written references are obtained.

Team Members from Overseas

Each year Association Le Pas Opton receive a few animateur applications from people who live overseas. Association Le Pas Opton will ask them to obtain a Certificate of Good Conduct from their home country. Association Le Pas Opton will also check the visas of all overs at Le Pas Opton

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Section 2 – Prevention

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Safeguarding training

Association Le Pas Opton is committed to providing appropriate safeguarding training for all workers and animateurs that are engaged on the holiday park. It is important to create a culture of awareness of safeguarding, ensuring workers and animateurs know where to seek advice and share concerns. All workers will receive our *Quick Guide to Safeguarding* with a link to our full *Safeguarding Policy*, as well as an awareness and signposting briefing, appropriate for their role. An online training video is provided to all team members explaining the basics of safeguarding and the process for referring any safeguarding concerns whilst at Le Pas Opton.

The leadership will also ensure that children and adults with care and support needs are signposted to information on where to get help and advice in relation to abuse, neglect, discrimination, bullying or any other matter where they have a concern.

Animateurs are required to participate in safeguarding training either at the training weekend or during their period of induction on the holiday park. This will include safeguarding awareness training and signposting. They will also be required to watch a Safeguarding Training video.

Management of Workers – Codes of Conduct

As a Leadership we are committed to supporting all workers and animateurs, ensuring they receive support and supervision. Our team are issued with a code of conduct and the leadership team are available to discuss any matters of concern that arise during the holiday season. Our Safeguarding Officers are also available to support those working with children, young people and adults with care and support needs. Our Safeguarding Policy provides the framework for handling the escalation of any safeguarding matter.

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Section 3 - Practice Guidelines

Association Le Pas Opton is committed to running safe holidays for children, young people and adults with care and support needs. We therefore wish to operate and promote good working practices. This will enable workers and animateurs to run activities safely, develop good relationships and minimise the risk of false or unfounded accusation.

Removal from team on site

Where a worker or animateur is removed from duties due to their behaviour in relation to a safeguarding concern, a report will be compiled by the Programme Manager and/or Parc Directeur and given to the Safeguarding Officer who will retain it for future reference.

The decision to remove someone from a kids or youth team must be made jointly by the Programme Manager and Parc Directeur, in consultation with the Vice Président (Operations) and Safeguarding Officer.

Where conduct brings into question suitability to work with children or adults with care and support needs, the Safeguarding Officer will obtain advice from Thirtyone:eight, as a referral may need to be made to the DBS to consider whether the individual should be barred. If the matter has been referred to a statutory agency, the Safeguarding Officer must be informed.

Working in Partnership

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and adults. This can be due to cultural tradition, belief and religious practice or understanding, for example, over what constitutes abuse.

We therefore have clear guidelines in regard to our expectations of those with whom we work in partnership, whether in the UK or not. All representatives of partner organisations, including Association Conseil members, visiting speakers and worship leaders and contractors, will be provided with a copy of our Quick Guide to Safeguarding and given access to our full Safeguarding Policy.

We believe good communication is essential in promoting safeguarding.

Known Offenders and those who may pose a risk to others

Any applicant who is on licence, or subject to a Covenant of Care or a safeguarding agreement with their church, is required to make contact with Essential Christian's Safeguarding Officer before applying for an employed or animateur placement with Association Le Pas Opton. The Safeguarding Officer can be contacted at safeguarding@springharvest.org.

Due to the nature and context of the event, Association Le Pas Opton reserves the right to decline admission to the holiday park to anyone who is considered to pose a potential safeguarding risk. Those who have been or remain on the Sex Offenders Register will not be permitted onto the holiday park and will therefore be precluded from being an employee or animateur on the Association Le Pas Opton team.

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Where an individual with criminal convictions is not considered to pose a safeguarding risk to others, a full risk-assessment will be conducted by the Safeguarding Officer before a recruitment decision is made. This will consider all necessary communication with the police, church and other relevant authorities and there will be a clear reason recorded for any decision not to liaise with any of these agencies or organisations. All such information will be treated as confidential and will only be shared with agencies as required.

Where an application is declined on safeguarding grounds, the reasons will be explained to the applicant (and backed up in writing) by Essential Christian's Safeguarding Officer. A record of any decision made for future reference in accordance with the record retention policy.

Those who have been or remain on the Sex Offenders Register, or persons considered a potential risk to others will not be permitted on the holiday park. If a Sex offender is identified whilst on the holiday park, Essential Christian's Safeguarding Officer should be notified immediately.

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Section 4 - Responding to allegations of abuse

Under no circumstances should any worker or animateur carry out their own investigation into an allegation or suspicion of abuse, instead:

- listen – and keep on listening
- don't question
- avoid passing judgement
- never promise confidentiality
- explain what you intend to do
- take action immediately
- contact the Safeguarding Lead straight away
- write down the content of your conversation, including times/dates
- sign, date and keep safely

The Safeguarding Lead, in consultation with the Parc Directeur will liaise with Essential Christian's Safeguarding Officer or Deputy Safeguarding Officer to decide on the correct course of action.

Email: safeguarding@essentialchristian.org

Phone: +44 7718 779011

Safeguarding Officers are nominated to act on behalf of Association Le Pas Opton to handle disclosures, allegations or suspicions of neglect or abuse, and onward referral to statutory authorities.

The Safeguarding Officer or Deputy Safeguarding Officer will collate and clarify the precise details of the allegation or suspicion and take up preliminary advice from Thirtyone:eight.

Thirtyone:eight Helpline - Tel: 0303 003 1111
Alternatively contact Social Services or the police.

In the event of a serious safeguarding incident or disclosure, the Safeguarding Officer who will refer this information to statutory agencies who have a legal duty to investigate.

Association Le Pas Opton will support the Safeguarding Officers in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need-to-know basis.

In the absence of the Safeguarding Officer or if the suspicions in any way involve the Safeguarding Officer, the report should be made to the Group Chief Executive Officer for Essential Christian.

The Safeguarding Officer may need to inform others about the situation, depending on the circumstances and/or nature of the concern. Those notified may include:

- **President and/or Vice President, Operations, Association Le Pas Opton** responsible for safeguarding who may need to liaise with the insurance company or the charity commission and other relevant bodies to report a serious incident.
- **Designated officer or LADO** (Local Authority Designated Officer) if the allegation concerns a worker or volunteer working with someone under 18.

Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.

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Section 4 – Responding to allegations of abuse

continued

It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from Thirtyone:eight, although the leadership hope that those involved or attending events will use the reporting procedure above. If, however, the individual with the concern feels that the Safeguarding Officer or Advisor has not responded appropriately, or where they have a disagreement with the Safeguarding Officer as to the appropriate action taken, they are free to contact an outside agency directly. We hope by making this statement that the leadership demonstrates its commitment to effective safeguarding and the protection of all those who are vulnerable.

Detailed procedures where there is a concern about a child:

Allegations of physical injury, neglect or emotional abuse.

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Officer in liaison will:

- Contact Children's Social Services, the equivalent international authority, or Thirtyone:eight for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so, having first contacted Children's Social Services or the equivalent international authority.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g., poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services or the equivalent international authority direct for advice.
- Seek and follow advice given by Thirtyone:eight (who will confirm their advice in writing) if unsure whether to refer a case to Children's Social Services or equivalent international authority.

Allegations of sexual abuse

In the event of allegations or suspicions of sexual abuse, the Safeguarding Officer will:

- Contact the Children's Social Services Department Duty Social Worker for children and families, the equivalent international authority or the Police direct. They will NOT speak to the parent/carer or anyone else.
- Seek and follow the advice given by Thirtyone:eight if for any reason they are unsure whether or not to contact Children's Social Services/equivalent international authority/Police. Thirtyone:eight will confirm its advice in writing for future reference.

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Section 4 – Responding to allegations of abuse

continued

Concern that an adult is in need of protection:

Suspicious or allegations of abuse or harm including physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery, domestic abuse.

If there is concern about any of the above the Safeguarding Officer will:

- Contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively, it may be necessary to contact the equivalent international authority. Thirtyone:eight can also be contacted for advice.
- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

If there is a concern regarding perceived abuse arising from the ministry of Association Le Pas Opton, the Safeguarding Officer will:

- Identify support services for the victim i.e. counselling or other pastoral support
- Contact Thirtyone:eight and in discussion with them will consider appropriate action with regards to the scale of the concern.

Allegations of abuse against a person who works with children/young people

If an accusation is made against a worker (whether an employee or animateur) whilst following the procedure outlined above, the Safeguarding Officer, in accordance with Local Safeguarding Children Board (LSCB) or equivalent international authority procedures will:

- Liaise with Children's Social Services or equivalent international authority in regards to the suspension of the worker
- Make a referral to a designated officer formerly called a Local Authority Designated Officer (LADO) or equivalent international authority whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.
- Make a referral to Disclosure and Barring Service for consideration of the person being placed on the barred list for working with children or adults with additional care and support needs. This decision should be informed by the LADO or equivalent international authority if they are involved.

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Section 4 – Responding to allegations of abuse

continued

Allegations of abuse against a person who works with adults with care and support needs

The Safeguarding Officer will:

- Liaise with Adult Social Services or the equivalent international authority in regards the suspension of the worker or animateur
- Make a referral to the DBS following the advice of Adult Social Services or the equivalent international authority.

The Care Act places the duty upon Adult Services to investigate situations of harm to adults with care and support needs. This may result in a range of options including action against the person or organisation causing the harm, increasing the support for the carers or no further action if the 'victim' chooses for no further action and they have the capacity to communicate their decision. However, this is a decision for Adult Services or the equivalent international authority to decide, not Association Le Pas Opton.

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Section 5

Pastoral Care

Supporting those affected by abuse

The leadership is committed to offering pastoral care, working with statutory agencies as appropriate, to support all those who have been affected by abuse. The leadership will also ensure that appropriate pastoral care is put in place for anyone who has been involved in a safeguarding matter whilst at the event, either as a guest, a member of the Association Le Pas Opton animateur team or a staff member for Essential Christian.

Our Pastoral Team will offer prayer support to any guest, animateur or other team member of Association Le Pas Opton, whilst on the holiday park and help provide signposting to external agencies who can offer ongoing support.

The Programme Manager and Parc Directeur, have responsibility for the pastoral care of the Association Le Pas Opton animateur team and in particular, will ensure that they are offered appropriate prayer and pastoral care in the course of their duties.

Adoption of the policy

This policy was agreed by the leadership and will be reviewed annually in: September 2026

Signed by:

Position:

President representative, Oper
Association Le Pas Opton



John C Musgrave