

Laneez Surf School

Safeguarding and Child Protection Policy

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(LSS Designated Safeguarding Officers)

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1. Duty of Care

Laneez Surf school (LSS) is committed to ensuring that all those who surf are able to do so safely under the guidance and protection of coaches, volunteers, and staff. This is particularly important in respect of children and vulnerable groups.

LSS has a long history of supporting the development of young people in surfing. With the growth of surf camps in recent years, the importance of continually ensuring best practice in safeguarding is paramount.

All LSS representatives have a duty to safeguard and protect children, ensuring they can participate and enjoy our sport with the highest possible standards of care. These standards also apply to vulnerable groups.

All representatives must understand their duty of care and operate within an appropriate code of ethics. Duty of care refers to the obligation on individuals and organisations to take all reasonable steps to ensure the safety of any person involved in an activity for which they are responsible.

In surfing, safety is closely linked to risk assessment and minimising risks at all levels of participation. Trainers, coaches, officials, and administrators must take reasonable steps to safeguard participants during LSS events, training, competitions, and surf camps.

All staff must inform students, in age-appropriate language, what procedures are in place for their safety and what they can do if they have a concern.

LSS recognises that safeguarding is everyone's responsibility. All representatives must remain vigilant, proactive, and accountable in promoting a safe environment for children and young people.

LSS maintains a clear list of activities involving children, including surf lessons, surf camps, competitions, one-to-one coaching, supervised changing, transport arrangements, and digital communication.

2. Policy Objective

This policy provides information on safeguarding and child protection to help LSS representatives understand their duty of care, assess risks, and support those at possible risk of harm.

LSS aims to ensure that:

- The welfare and rights of the child are paramount.
- All children have the right to protection from abuse.
- All suspicions and allegations of abuse or poor practice are taken seriously and responded to appropriately.
- Staff working with children are recruited safely and trained appropriately.
- LSS works in partnership with parents/carers and relevant agencies.

LSS will ensure safeguarding arrangements are regularly reviewed, updated, and communicated to all stakeholders.

3. Scope

A child or young person is defined as a person under the age of 18.

This policy applies to all LSS representatives.

The Designated Safeguarding Lead (DSL) will review this policy every three years or sooner if required by legislation or organisational change.

Policy updates will be communicated to staff, volunteers, parents, and young people through email, the LSS website, and on-site noticeboards.

4. Safeguarding Leadership

LSS has appointed the following Designated Safeguarding Leads (DSLs):

- Grace Donaldson – Director – 07988 687673
- Scott Donaldson – Director – 07846 273807

The DSLs sit on the LSS management team and have full authority to act on safeguarding concerns.

DSLs must complete specialist safeguarding training and maintain up-to-date knowledge through recognised external providers.

DSL responsibilities include:

- Managing safeguarding concerns
- Liaising with external agencies
- Maintaining safeguarding records
- Overseeing staff training
- Ensuring policy implementation
- Supporting staff and volunteers with safeguarding matters

5. Good Practice and Conduct

All LSS representatives working with children must read and understand this policy.

Representatives must demonstrate exemplary behaviour to promote children's welfare and reduce the likelihood of allegations. The following good practice guidelines must be followed:

- Avoid situations where you are alone with a child unless unavoidable for safety reasons.
- Seek permission before physical contact and explain the purpose to the child and parent/carer.
- Ensure appropriate supervision during changing.
- Do not allow physically rough or sexually provocative games or inappropriate verbal communication.
- Take all allegations seriously.
- Report bullying or discrimination to the DSL.
- Ensure training intensity is appropriate for age and ability.

- Follow LSS's digital and social media guidelines.
- Report accidental harm immediately to the DSL and inform parents/carers.
- Report any misinterpretation of conduct immediately.
- Maintain up-to-date staff records and DBS checks.
- Complete safeguarding training as required.
- Keep all safeguarding records for a minimum of 25 years.

LSS maintains a formal Code of Conduct for staff, volunteers, children, and parents.

6. Safeguarding Children: Social Media & Digital Communication

Laneez Surf school recognises that digital communication, social media, and online platforms form part of young people's daily lives. In line with Government of Jersey and CYPES guidance, LSS adopts the following standards to ensure safe, appropriate, and professional online interactions.

Principles of Safe Digital Practice

- The welfare of children is the primary consideration.
- Digital communication must uphold professional boundaries.
- Children must be protected from online harms including grooming, bullying, exploitation, and privacy breaches.

Staff Use of Social Media

- Staff must not add, follow, or communicate with children via personal social media accounts.
- Staff must not post images or information about children on personal accounts.
- Staff must maintain restricted privacy settings.
- Staff must use separate professional accounts if digital communication is required.

Official LSS Social Media Channels

- Only authorised staff may manage official LSS accounts.
- Posts involving children must comply with parental consent, data protection requirements, and Jersey Safeguarding Partnership Board guidance.
- Children must not be identified by full name or personal details.
- Live-streaming involving children is not permitted unless risk-assessed and approved by the DSL.

Direct Digital Communication With Children

- Direct messaging is not permitted except through approved, monitored channels.
- Group communication is preferred.
- All communication must be transparent, recorded, and accessible to the DSL.

Use of Digital Devices During Activities

- Children must not use personal devices to photograph or film other participants.

- Staff must not use personal devices to photograph or film children.
- Only LSS-approved devices may be used for operational or promotional purposes.

Online Safety Education

- Staff receive digital safeguarding training.
- Children are encouraged to use digital platforms safely.
- Parents are informed of digital safeguarding expectations.

Reporting Digital Safeguarding Concerns

Any concerns relating to online behaviour, digital communication, or social media must be reported immediately to the DSL.

Data Protection & Privacy

All digital records, images, and communications involving children must be stored securely and accessed only by authorised staff.

7. What is Abuse

Abuse can be perpetrated by adults or by other children. It can occur in families, institutions, communities, or online. Abuse may be a single incident or repeated over time.

The main categories of abuse are:

Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating, or otherwise causing physical harm. It may also occur when a parent or carer fabricates symptoms or deliberately induces illness.

Sexual Abuse

Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. Activities may involve physical contact (penetrative or non-penetrative) or non-contact activities such as involving children in looking at or producing sexual images, watching sexual activities, or encouraging sexually inappropriate behaviour.

Emotional Abuse

Emotional abuse involves persistent emotional maltreatment that causes severe and persistent adverse effects on a child's emotional development. It may include conveying to a child that they are worthless, unloved, inadequate, or valued only insofar as they meet the needs of another person. It may involve bullying, frightening, or exploiting a child.

Neglect

Neglect is the persistent failure to meet a child's basic physical or psychological needs. It may involve failing to provide adequate food, clothing, shelter, supervision, or medical care. Neglect can also include failure to protect a child from physical or emotional harm.

Bullying and Discrimination

Bullying is repeated behaviour that intentionally hurts another individual. It can be physical, verbal, emotional, racial, sexual, or online (cyberbullying). Discrimination includes unfair or unequal treatment based on characteristics such as race, gender, disability, religion, or sexual orientation.

Further information can be found at: www.safeguarding.je

LSS ensures all staff receive training on recognising abuse, including risks specific to water-based activities.

8. Indicators of Abuse

There are physical and behavioural signs that may cause concern about a child's welfare. These indicators do not confirm abuse but should prompt further consideration and reporting.

Possible indicators include:

- A child discloses abuse.
- An injury for which the explanation seems inconsistent or implausible.
- Sudden or gradual changes in behaviour, such as becoming withdrawn, aggressive, or anxious.
- A lack of trust in adults or extreme reactions to normal situations.
- Inappropriate sexual behaviour or knowledge for the child's age.
- Neglected appearance, poor hygiene, or unexplained weight changes.
- Reluctance to go home or fear of certain individuals.
- Frequent absences or lateness.

Children with disabilities or communication difficulties may be particularly vulnerable and may show different signs of distress.

9. What to Do If You Have Concerns

It is not your responsibility to decide whether a child is at risk, but it is your responsibility to pass information to the DSL or appropriate agency as soon as possible.

If you are alerted to information or indicators of abuse:

- Stay calm.
- Reassure the child they have done the right thing by speaking up.
- Do not promise to keep information confidential.
- Listen carefully and objectively.
- Do not ask leading questions.
- Do not leave the child unattended.
- Contact the DSL immediately.

- The DSL will assess whether a referral to the Children and Families Hub is necessary.
- The DSL will liaise with parents/carers unless doing so places the child at risk.
- If the child is at immediate risk (e.g., physical violence or sexual abuse), contact the police immediately on 01534 612612 or 999.

A written, dated record must be completed within 24 hours using the safeguarding reporting form. This must be signed by the staff member receiving the allegation and shared with the DSL.

Safeguarding reporting forms are available on the LSS website (www.laneezjersey.com) and a paper copy is kept in the surf shop.

10. Allegations Against Officers or Staff

Any allegations regarding poor practice, misconduct, or unsafe behaviour must be reported to the DSL immediately.

If the allegation concerns poor practice, the DSL will determine whether disciplinary action, suspension, or expulsion is required.

If there is suspicion that a child has been abused by an officer or staff member:

- Report immediately to the DSL.
- The DSL will take steps to ensure the safety of the child and any others who may be at risk.
- The DSL may contact the Children and Families Hub or the police.
- Parents/carers will be informed unless doing so places the child at risk.
- Staff will be informed of allegations at an appropriate time, following advice from partner agencies.
- The LSS Disciplinary Committee will meet to discuss the staff member's future involvement or possible expulsion.
- If a staff member is falsely accused, LSS will offer support.
- The DSL will inform the child and parents/carers of the outcome of the investigation.

LSS follows safer working practice guidance to minimise the risk of allegations, including maintaining professional boundaries and avoiding unnecessary physical contact.

11. What to Do If Allegations Are Made Against You

If an allegation is made against you:

- Contact the DSL immediately to explain the allegation and your version of events.
- Record the allegation and your account in writing as soon as possible and provide a copy to the DSL.
- Do not discuss the allegation with the child's parent/carer.
- The DSL will support you and keep you informed of the necessary steps.

12. Whistleblowing Policy

If a staff member has concerns about another staff member, they must act quickly and confidentially.

If a child is at immediate risk, action must be taken without delay.

If the concern relates to the DSL, staff should seek advice from an external agency such as the Jersey Designated Officer (JDO).

LSS ensures all staff understand their right and duty to whistleblow without fear of reprisal.

13. Confidentiality

LSS is committed to ensuring confidentiality for all parties.

Information will only be shared on a need-to-know basis with:

- The DSL
- The person making the allegation
- Parents/carers (unless unsafe)
- The Children and Families Hub
- The JDO
- The police

A comprehensive summary of the allegation, how it was followed up, decisions made, and actions taken must be recorded.

Documents relating to internal or external investigations must be stored securely in a confidential file, along with a written record of the outcome.

14. Recruitment and Vetting

LSS is committed to safe recruitment practices to ensure that all staff and volunteers working with children are suitable and appropriately vetted.

Staff Structure

- Directors (Scott and Grace Donaldson):
 - Safeguarding Leads
 - Level 2 ISA qualified coaches
 - Lifeguard or equivalent qualified
 - Responsible for management and day-to-day operations
- Zero-hour surf coaching staff:
 - Level 1 ISA qualified
 - Lifeguard or equivalent qualified
- Shop/food staff:
 - Not responsible for children
 - Do not teach surf lessons
 - Still required to complete enhanced DBS checks

Safe Recruitment Procedures

- All staff must complete an application form and self-disclosure statement.
- Two written references are required for all staff and volunteers.
- Structured interviews include safeguarding-specific questions.
- All staff, regardless of role, must hold an enhanced DBS check.
- Any concerns arising during recruitment are escalated to the DSL.

15. Training and Induction

Laneez Surf school is committed to ensuring that all staff and volunteers receive appropriate safeguarding training and understand their responsibilities.

All new staff and volunteers will receive a safeguarding induction before beginning work. This induction will include:

- Reading and understanding the safeguarding policy
- Understanding the Code of Conduct
- Understanding reporting procedures
- Awareness of digital safeguarding rules
- Awareness of whistleblowing procedures
- Understanding confidentiality and data protection requirements

All staff must complete safeguarding training at least every two years.

Designated Safeguarding Leads must complete advanced safeguarding training annually.

LSS will provide regular safeguarding updates, briefings, and refreshers throughout the year.

Digital safeguarding training will be provided in line with CYPES expectations.

There are no preferred training providers, allowing LSS to select appropriate courses as needed.

16. Review and Effectiveness

LSS is committed to ensuring that safeguarding arrangements remain effective and up to date.

This policy will be reviewed every three years or sooner if required by legislation, organisational change, or following a safeguarding incident.

An annual safeguarding review will be conducted by the DSLs and management team to evaluate:

- The effectiveness of safeguarding procedures
- Staff compliance
- Training needs
- Any incidents or near-misses
- Areas for improvement

Following any safeguarding incident, LSS will conduct a learning review to assess how well procedures worked and implement necessary changes.

Updates to the policy will be communicated to staff, volunteers, parents, and young people.

17. Useful Contacts

Laneez Surf school Designated Safeguarding Leads

- Grace Donaldson – Director – 07988 687673
- Scott Donaldson – Director – 07846 273807

Multi-Agency Safeguarding Hub (MASH)

+44 (0) 1534 519000

Jersey Designated Officer (JDO)

01534 443566

JDO@health.gov.je

Police

01534 612612 or 999 (for emergencies)

18. Data Protection, Confidentiality and Record-Keeping

Laneez Surf school respects the privacy of children, parents/carers, and staff. All personal data is handled in accordance with the Data Protection (Jersey) Law 2018 and GDPR.

Data Protection Lead

The Data Protection Lead (DPL) for the business is:

- **Grace Donaldson (Director)**

The DPL acts as both the Data Controller and the Data Processor.

Confidentiality Principles

- Information is only shared with parents about their own child.
- Information given by parents to staff will not be passed to third parties without permission unless there is a safeguarding concern.
- Safeguarding concerns are kept in a confidential file and shared only with the DSLs and directors.
- Staff discuss individual children only for planning and management purposes.
- Staff are made aware of confidentiality requirements during induction.
- Personnel issues remain confidential to those making employment decisions.
- Students and volunteers must follow the Data Protection Policy.

Information LSS Keeps

For children and parents:

- Registration information
- Medical information
- Parent/carer contact details
- Attendance records
- Incident and accident records
- Any information required by CEYS

For staff:

- Employment information
- DBS update service details
- Emergency contact information
- Training records

Lawful Basis for Processing

LSS processes personal data under the following lawful bases:

- Contract fulfilment (providing surf lessons and camps)
- Vital interests (medical emergencies)
- Legal obligations (DBS checks, CEYS requirements)
- Consent (photography and promotional use)

Special Category Data

LSS processes special category data including:

- Medical information for emergency care
- DBS information for safeguarding compliance

This processing is required under CEYS registration and is not considered high-risk.

Subject Access Requests

Parents/carers, staff, and volunteers may request access to their data.

LSS will respond within one month.

If information is incorrect or out of date, LSS will update it promptly.

Storage Limitation and Retention

- Registration forms: kept for 5 years
- Accident forms: kept for 10 years
- Summer camp attendance records: retained
- Photographs (with consent): kept indefinitely unless deletion is requested
- Email addresses: stored indefinitely for promotional purposes unless unsubscribed
- Safeguarding records: kept for a minimum of 25 years

Record-Keeping System

- All safeguarding and personal data is stored securely on Google Drive, protected by password and accessible only to management.
- Paper safeguarding records (e.g., incident forms) are stored securely in the surf shop in a locked location.
- Access to customer records is restricted to relevant staff for emergency purposes.
- Safeguarding records are stored separately from general staff files.
- Technical measures include password protection, restricted access, and secure storage.

19. Final Statement

Laneez Surf Centre is committed to creating and maintaining a safe environment for all children and young people participating in surfing activities. This policy outlines the responsibilities, procedures, and standards required to ensure safeguarding is embedded throughout the organisation.

LSS will continue to work in partnership with parents, carers, external agencies, and the wider community to promote the safety and wellbeing of all children and young people.

LANEEZ SURF SCHOOL — SAFEGUARDING REPORTING FORM

Section	Details
1. Person Completing Form	Name: _____ Role: _____ Date: _____ Time: _____ Contact: _____
2. Child / Young Person	Name: _____ Age/DOB: _____ Parent/Carer: _____ Contact: _____
3. Type of Concern	<input type="checkbox"/> Disclosure <input type="checkbox"/> Physical injury <input type="checkbox"/> Behavioural concern <input type="checkbox"/> Online/digital concern <input type="checkbox"/> Allegation against staff <input type="checkbox"/> Allegation against child <input type="checkbox"/> Other: _____ _____ _____
4. Incident Details	Date: _____ Time: _____ Location: _____
5. What Was Said / Observed	(Record exact words, factual observations only) _____ _____ _____ _____
6. Your Immediate Actions	_____ _____ _____ _____

7. Witnesses (if any)

Name(s): _____
Contact: _____

8. Injury (if applicable)

Description:

9. DSL Use Only

DSL Name: _____

Date Received: _____

Actions Taken:

- Logged/monitor
- Parents informed
- Referred to MASH
- Referred to Police
- Referred to JDO
- Disciplinary action
- No further action

Summary:

10. Signatures

Staff Signature: _____ **Date:** _____

DSL Signature: _____ **Date:** _____