

SAFEGUARDING

CODE OF CONDUCT FOR ADULTS

At the Triumph Adventure Experience the welfare of children and young people is our priority. Everyone has a duty to report safeguarding concerns, and all adults must follow this Safeguarding Code of Conduct.

Children and young people first.

If in doubt, report it.

Find out more at:

<https://www.triumphmotorcycles.co.uk/for-the-ride/experiences/adventure/wales-experience>



**ADVENTURE
EXPERIENCE**
GLOBAL ADVENTURE
TRAINING ACADEMY

If a child or young person tells you about a concern, you must do the following.

1. Allow them to speak without interruption and accept what they say.
2. Be understanding and reassuring, but do not give your opinion.
3. Tell them you will try to help but must pass the information on.
4. Write careful notes of what was said using the actual words used. Don't ask leading questions or try to find out whether the concern is justified.
5. Make sure that TAE Wales activities do not cause further risk to their welfare.
6. Contact the TAE Wales Operations Manager.

If you are concerned about the welfare of a child or young person, or if there is a concern, complaint, or allegation, about you or another adult, inside or outside of the Triumph Adventure Experience, you must do the following.

1. Write careful notes of what was said using the actual words used.
2. Do not ask leading questions or try to find out whether the concern is justified.
3. Contact the TAE Wales Operations Manager.
4. Under certain circumstances concerns, complaints or allegations may be reported directly to the Triumph Safeguarding Team (safeguarding@triumph.co.uk).

Procedure for reporting safeguarding concerns

1. Gather the necessary information

- Make sure that you have the name and contact details of each person involved with the concern.

2. Immediately contact the TAE Wales Operations Manager on completion of the daily event.

- Use the safeguarding referral reporting form, include as much information as possible. If an allegation is made against an instructor during training, please contact the TAE Wales Operations Manager who will take appropriate action.
- Follow the advice given and take no further action unless told to.
- Ask questions if you're not sure what to do.

It is your duty to report all safeguarding concerns, whether you are told about them directly or indirectly, as soon as possible (always within 24 hours). If you are not sure what to do, or you are not sure if a concern has been reported, contact the TAE Wales Operations Manager.

If a child or young person is at immediate risk of harm, call 999 or 112 and ask for the police.

You can also call the NSPCC on 0808 800 5000 or email them at help@nspcc.org.uk

Code of conduct

Do remember that you are always a role model, inside and outside of the Triumph Adventure Experience. You must set a good example for others to follow.

Do treat everyone with dignity and respect.

Do treat all young people equally – do not show favouritism.

Do always follow the adult-to-young-people ratios (10 young people to 2 Instructors).

Do remember that you have been placed in a position of trust – do not abuse this trust.

Do report all safeguarding concerns directly to The TAE Wales Operations Manager as soon as possible, and always within 24 hours.

Do contact the TAE Wales Operations Manager if you receive details of any statutory agency (for example, the police, the Local Authority Designated Officer (LADO) or children's services) involvement regarding a member of TAE Wales.

Do remember that someone may misinterpret your actions.

Do respect children's and young people's right to personal privacy.

Do act within appropriate boundaries, even in difficult circumstances.

Do encourage an open and transparent culture, where people challenge or report behaviour that is not in line with this code.

Do make everyone aware of our safeguarding arrangements. Share our Black Card with Instructors, parents, and guardians, and display it where meetings take place.

Do create an environment where children and young people feel safe and able to voice their concerns.

Do plan activities that involve more than one other person being present. If that's not possible, make sure other people can see and hear what's going on.

Do not plan to be alone with a child or young person at TAE Wales, either online or in person.

Do not drink alcohol when you are directly responsible for children and young people at TAE Wales.

Do not trivialise concerns or abuse.

Do not let concerns or abuse go unreported. Contact the TAE Wales Operations Manager, especially if you feel your concern has not been taken seriously.

Do not join in physical contact games with children and young people.

Do not overstep the boundaries with children and young people by being involved in friendships or personal relationships with them.

Do not use inappropriate, suggestive, or threatening language, whether verbal, written or online.

Do not rely on your reputation or position to protect you.

Do not get involved with a safeguarding concern if you have a personal friendship or family connection with those involved. Step back and tell the TAE Wales Operations Manager about the connection.