

Safeguarding and Physical Contact Policy

Classroom Adventures Ltd.

1. Purpose and Scope

This policy sets out how Classroom Adventures Ltd. (“Classroom Adventures”) approaches the safeguarding of children, young people, and vulnerable individuals, and how **necessary physical contact** may occur during the safe and effective delivery of activities.

This policy applies to:

- School Experience Days delivered on school premises;
- Public-facing Events delivered at heritage sites, museums, venues, or outdoor locations;
- All Classroom Adventures staff, contractors, and associates.

This policy does **not** replace the safeguarding responsibilities of schools, venues, or event organisers.

2. Safeguarding Principles (Apply to All Deliveries)

2.1 Classroom Adventures is committed to promoting the safety and wellbeing of all participants.

2.2 Classroom Adventures staff are **not the designated safeguarding authority** for any school, venue, or event and do not assume overall safeguarding responsibility.

2.3 Responsibility for safeguarding remains with:

- the school and its Designated Safeguarding Lead (DSL) for School Experience Days;
- the client, venue, or event organiser for public-facing Events.

2.4 Classroom Adventures staff will:

- work openly and visibly;
- avoid situations where they are alone with children;
- immediately refer safeguarding concerns to the appropriate responsible person.

3. Physical Contact – General Principles

3.1 Classroom Adventures recognises that limited, appropriate physical contact may be **necessary and unavoidable** during certain activities.

3.2 Any physical contact will:

- be **purposeful, proportionate, and safety-led**;
- take place **in open view** wherever possible;
- occur **only when necessary** to enable participation or prevent harm;
- be consistent with the nature of the activity being delivered.

3.3 Classroom Adventures staff do not use physical contact as a form of discipline, punishment, or behaviour management.

4. Permitted Physical Contact (All Settings)

Physical contact may occur, where necessary, in the following contexts:

4.1 Safety Intervention

- Removing tools or equipment to prevent immediate risk;
- Guiding a participant away from danger;
- Blocking unsafe movement.

4.2 Activity Enablement

- Assisting with the safe use of tools (e.g. hammers during craft activities);
- Helping participants put on or remove costumes, armour, or equipment;
- Supporting positioning for roleplay, performance, or demonstrations.

4.3 Structured Activities

- Participating in traditional or historical dance (e.g. holding hands, partner holds);
- Demonstrating historically accurate movement or positioning.

All such contact will be minimal, appropriate, and clearly linked to the activity.

5. Prohibited Conduct

Classroom Adventures' policy it to:

- not restrain participants as a method of behaviour management;
- insist children or vulnerable individuals are accompanied by a responsible adult at all times;
- not engage in unnecessary, excessive, or inappropriate physical contact;
- not provide personal care (e.g. toileting, feeding);
- not administer first aid beyond basic assistance in case of emergency unless qualified and authorised.

6. School-Specific Safeguarding Requirements

(Apply to School Experience Days only)

6.1 The school retains full responsibility for safeguarding, supervision, and behaviour management at all times.

6.2 Classroom Adventures staff **must be accompanied by school staff at all times** when pupils are present.

6.3 Classroom Adventures staff will withdraw from the event space and seek a member of school staff if left alone with pupils.

6.4 A minimum of two members of school staff must be present in the event space throughout delivery.

6.5 Any safeguarding concern or disclosure will be reported immediately to the school's Designated Safeguarding Lead or a senior member of staff.

7. Event-Specific Safeguarding Requirements

(Apply to public-facing Events only)

7.1 Children and minors engaging with Classroom Adventures activities must be **accompanied by a responsible adult at all times**.

7.2 Classroom Adventures is not responsible for:

- supervising children;
- managing family groups;
- implementing lost-child procedures;
- enforcing safeguarding policies for members of the public.

7.3 Classroom Adventures staff may refuse participation or suspend activities where supervision requirements are not met.

7.4 Where safeguarding or safety concerns arise, Classroom Adventures staff will refer the matter to the client, venue, or event organiser for appropriate action.

8. Responding to Safeguarding Concerns

8.1 Classroom Adventures staff will:

- prioritise immediate safety;
- refer concerns promptly to the appropriate authority;
- avoid investigating or making determinations themselves;
- record relevant factual information where appropriate.

8.2 Classroom Adventures does not accept responsibility for safeguarding failures arising from:

- lack of supervision;
- inadequate staffing;
- failure to follow this policy or the client's safeguarding procedures.

9. Termination of Delivery

9.1 Classroom Adventures reserves the right to suspend or terminate delivery where:

- safeguarding arrangements are inadequate;
- supervision requirements are not met;
- participant behaviour creates ongoing risk;
- concerns cannot be adequately addressed on site.

9.2 Termination under these circumstances does not entitle the client to a refund.

10. Acceptance of Policy

By confirming a booking or engaging with Classroom Adventures activities, the client confirms that they have read, understood, and agreed to this Safeguarding and Physical Contact Policy and that appropriate safeguarding arrangements are in place.
