



✦ Adaptable Travel Safeguarding Policy

1. Our Safeguarding Policy

Safeguarding Definition

Safeguarding is defined by the NSPCC as the action that is taken to promote the welfare of children and protect them from harm.

Child protection is part of the safeguarding process. It focuses on protecting individual children identified as suffering or likely to suffer significant harm. This includes child protection procedures, which detail how to respond to concerns about a child.

Safeguarding applies to all children up to the age of 18.

Our Policy Statement

Adaptable Travel acts as a booking agent, arranging third-party services on schools' behalf, including guided tours, workshops and attraction visits. Adaptable Travel staff do not travel with school groups and are not present in destination during trips. Adaptable Travel staff therefore do not themselves carry out any role that would be regarded as a "regulated activity" as defined by the Department for Education. Adaptable Travel nonetheless recognises that some third-party suppliers booked on schools' behalf may have direct contact with children and takes reasonable steps to make sure those suppliers meet appropriate safeguarding standards (see Supplier Due Diligence Procedure, section 2).

Adaptable Travel follows best practice standards as detailed by both the NSPCC and the Department for Education, including Keeping Children Safe in Education (2025) and Working Together to Safeguard Children (2026). We regularly review and evaluate our practices for continuous learning and improvement.

Our policy recognises that the welfare and interests of children are paramount in all circumstances. Whatever a child's age, gender, religion or belief, ethnicity, disability, sexual orientation, or socio-economic background, we want every child on our trips to have a positive and enjoyable experience. That means a safe, child-centred environment where they are protected from abuse.

Policy Principles

Any incident or concern, however minor, must be reported as soon as possible by emailing info@adaptabletravel.co.uk, following the procedure set out below.

Our principles in enacting our policy are:

- To promote and prioritise the safety and well-being of children and young people.
- To make sure everyone understands their roles and responsibilities with respect to safeguarding and is provided with appropriate learning opportunities and training to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people.
- To make sure appropriate action is taken in the event of allegations, incidents, or concerns of abuse, and that support is provided to anyone who raises or discloses a concern.



Safeguarding Policy

- To minimise risk of the employment of unsuitable individuals by using appropriate recruitment procedures.
- To make sure clear, well-run safeguarding arrangements and procedures are in place, including the appointment of trained Designated Safeguarding Officers (DSOs).

Our policy and procedures will be widely promoted. Failure to comply with them will be taken extremely seriously and, in some circumstances, may constitute gross misconduct, leading to dismissal or termination of engagement.

Policy Review

Our policy will be reviewed regularly, at least annually or as required by changes in UK legislation. Policy reviews may also be undertaken following guidance from either the Department for Education or the NSPCC or resulting from any significant change or event that may have taken place.

Approval

This Policy is authorised by:

SIGNATURE:

DATE: 09/09/2026

Ian Webb

Managing Director, Adaptable Travel



2. Safeguarding Procedures

Procedure for Raising Concerns

Unless it is an emergency, the following procedure will be followed:

1. Concerns will be raised with one of the Designated Safeguard Officers, who will advise.
2. The Designated Safeguard Officers will record details of the concern and outcome of the assessment using a Safeguarding Incident Report Form.
3. All reports, records and forms will be sent to info@adaptabletravel.co.uk so that the incident is logged and any appropriate actions are followed up.

Any assessment must not delay a referral: in an emergency, contact the police on the local emergency number, or call 999 if in England.

Recruitment and Vetting Procedure

Adaptable Travel adheres to the Department for Education guidelines in our recruitment practices, which include the following:

- A trained member of the Recruitment team reviews all applications.
- An individual's identity is verified by a current, valid passport (or other approved documentation as set out by the Home Office).
- All prospective employee references are verified, including experience with children.
- In the event that an Adaptable Travel representative or UK staff travels with school groups, they will receive a Disclosure and Barring Service (DBS) 'Enhanced' check every three years.

Supplier and Third-Party Due Diligence Procedure

Where Adaptable Travel books third-party services involving direct contact with children, the scope is based on the nature of the contact, not just presence. Any supplier employee who is actively leading, teaching, or supervising the group directly, for example guided tours, walking tour guides, workshop leaders, and cooking class instructors, falls in scope, because that's genuine instructional or supervisory contact, which is what the regulated activity definition (per gov.uk) is built around. This does not extend to incidental contact, such as admissions or ticketing staff, where no supplier employee is directly leading or supervising the group.

Where this applies:

- For suppliers operating in the UK, Adaptable Travel requires written confirmation at onboarding that any staff meeting the criteria set out above hold a valid Enhanced DBS check with children's barred list information, reviewed periodically thereafter.
- Where a destination country operates a licensing, registration, or vetting scheme for guides or drivers, Adaptable Travel requires evidence of this as part of supplier onboarding.
- Where no such statutory scheme exists, as is the case in many destinations, Adaptable Travel instead relies on its own ABTA membership obligations, contractual safeguarding assurances from suppliers, and the supplier's own child protection policy or code of conduct.
- Adaptable Travel does not represent that DBS-equivalent checks are obtained for suppliers operating outside the UK, as no such mechanism exists in UK law for overseas nationals.





Safeguarding Policy

Any safeguarding concern arising during a supplier-led activity is reported immediately to the Party Leader and to Adaptable Travel via info@adaptabletravel.co.uk.

Supplier due diligence is reviewed at onboarding and periodically thereafter.

Media and Publications Procedure

We have specific procedures when children and young people are involved in our publicity. As a general rule, Adaptable Travel will insist that Party Leaders are responsible for making sure appropriate application and consent have been obtained from a child's legal guardian before Adaptable Travel's use.

Children and young people's participation in Media/PR may take several forms, including:

- Stories and quotes in news releases and publications.
- Images and artwork in news releases and publications.
- Writing articles for use in news releases or publications.
- Being interviewed for newspapers, television and radio programs.

We will ensure that they make a consensual and informed decision to publicly share their opinions and/or stories. Wherever possible, we will endeavour to ensure that their experiences and opinions are represented in their own words.

Finally, if a child or young person were to be interviewed by the press, we would seek additional parental consent and, if their photos are to be included, ensure that this is understood and agreed to.

3. Roles and Responsibilities for Safeguarding at Adaptable Travel

The Safeguarding Team

Our Designated Safeguarding Officers are:

- **Ian Webb – Managing Director- Tel No: 01451 832133**

Responsible for all third-party investigations

- **Matt Connelly – Sales Director- Tel No: 01451 832133**

Responsible for all third-party investigations

Their role is to:

- Act as the first point of contact for the resort-based safeguarding in the event of any safeguarding concerns or incidents.
- Receive information from staff, Party Leaders, teachers, accompanying adults, children or parents who have safeguarding concerns and record them.
- Assess the information promptly and carefully, clarifying or obtaining more information where appropriate.



Safeguarding Policy

- Ensure that preventative measures are in effect.
- Make recommendations for change or improvements to our practices.
- Ensure our visitors/contractors Code of Conduct is adhered to.
- Ensure any appropriate communications are relayed to the relevant carers/parents/teachers as appropriate to the situation.
- Ensure reports are made to the relevant agency in all cases where children or vulnerable adults are thought to be at risk.

Our Policy Administrator is:

- **Kerry Gardiner – Operations Director - Tel No: 01451 832133**

Their role is to:

- Oversee and ensure that our safeguarding policy is fully implemented.
- Ensure our safeguarding procedures are well communicated.
- Ensure all staff receive training in safeguarding, appropriate to their role.
- Determine, administer and deliver additional training.
- Ensure our recruitment procedure is followed.
- Ensure accurate records are kept of all reported concerns.
- Support and provide advice and assistance to the Designated Safeguarding Officer.

All safeguarding incidents are reported, and any learnings are reported to the Board.

