

Child Safeguarding Policy	
Date written:	29.03.2021
Written by:	Global Sustainability Manager, Robert Moran
Authorised by the board:	09.09.2021
Review date:	09.09.2022



Child Safeguarding Policy



External Use

Introduction

At Inside Travel Group Ltd. (ITG) we believe that it is always unacceptable for a child to experience any kinds of exploitation or abuse. As a leading Tour Operator in the industry, we are fully aware of our responsibility to keep children safe and ensure that our practices and policies comply with our statutory responsibilities and best practice.

Safeguarding is the action taken to promote the welfare of children and vulnerable adults, and protect them from harm, maltreatment or abuse. This document concerns the safeguarding of children which we define as anyone under the age of 18 years old.

ITG recognises that:

- The welfare of children carries the utmost importance,
- All children regardless of gender, ethnicity, disability, sexuality or beliefs equally have the right to be safeguarded from all forms of abuse and harm.
- In the travel industry there are cases where children are especially vulnerable to exploitation due to poverty, disability, family neglect etc.

Therefore, the policy states that all reported concerns and allegations of abuse and harm will be taken seriously and responded to appropriately.

Purpose and scope

The purpose of this policy is:

- To provide procedures to safeguard children that come into contact with ITG, specifically:
 - The children of ITG employees and suppliers
 - The children who are travelling through our services
 - The children in the communities where we work and visit

- To provide staff guidance on procedures they should follow, in the case they suspect a child is being exploited.

This policy applies to all ITG employees and contracted staff, such as freelance guides.

Policy

Recruitment

- We have adopted child safeguarding measures into our recruiting by doing necessary background and reference checks for staff that have direct contact with children (tour leaders and freelance guides). Offers of employment are made expressly conditional on receiving references satisfactory to ITG standards.
- All staff working with communities or directly with children must meet national laws for working with children.
- All staff working with communities or directly with children are also required to sign a child safeguarding self-declaration form.
- We do not employ any children below the minimum working age in the country in which they reside

Education and training of staff

- We provide effective training and support to all ITG employees through the ABTA e-learning course "Every Child, Everywhere".
- All full-time staff also receive further training to include training on this policy, children's rights, industry- and destination-specific child welfare risks and concerns, child protection hotlines in the countries we work and run trips in, as well as our code of conduct. Freelance guides will be given similar training when they start working with the ITG.

Management structure for the line of responsibility

- We have a clear and robust procedure for reporting and responding to suspicions and disclosures of child abuse, including:
 - An appointed member of staff as the Safeguarding Officer (SO) who will be trained in child safeguarding and whom all concerns and allegations will be reported to.
 - The Safeguarding Officer will form part of a safeguarding team with representatives from our Operations and Senior Management
 - Recording all concerns and information securely and professionally through safeguarding incident forms
 - A clear reporting structure
 - Sharing information and concerns with necessary agencies and involving local safeguarding provisions if necessary.
- We use the same procedures to manage any allegations against staff.

Behaviour with children protocol

- We have a clear behaviour with children Code of Conduct which is provided to all staff and included in Safeguarding training. This includes:
 - Guidelines for all staff
 - Guidelines for Insider Tour Leaders and staff working directly with children
 - Guidelines for marketing and communication
 - Guidelines for staff on familiarisation (FAM) trips

- Non-compliance with these procedures will be taken seriously and involve a thorough investigation.

Our operations

- We provide working conditions that allow our employees, both women and men, to fulfil their roles as parents and/or caregivers, by meeting all laws relating to fair wages, and maternity, paternity and parental leave. We can also offer flexible working hours to accommodate for pregnancy and childcare needs
- We do not promote or sell any trips to orphanages and other children's welfare or care centres. We do not promote or sell any trips to schools except for school-to-school educational exchange visits.
- We have strict marketing guidelines in place to ensure children's rights and privacy are protected at all times
- We have conducted a child welfare risk assessment and risk management plan of our organisation and activities

Communication of guidelines

- ITG works with our partners and suppliers to ensure that they are aware of our policy and procedure, as well as our expectations for them to protect children. This is formalised in our Supplier Code of Conduct, sent to all of our core suppliers. This also invites any supplier who feels that they do not meet the criteria to let us know so that we can work together to help them adhere to them. Core suppliers also receive our Child Safeguarding Policy.
- We encourage all our Suppliers to commit to at least one of the following organisations such as The Code, ECPAT Japan, Childline Japan or ChildSafe and to endorse the global good practice guidelines.
- We will inform our clients about commercial, sexual or any other form of exploitation and harassment, particularly of children and adolescents, and provide them with practical tips (based on 7 Tips To Protect Children by the [ChildSafe Movement](#)) that explain how they can actively contribute to the protection of children. These are included in our General Information guides. Clients will be encouraged to share the 7 tips with their friends and family.
- We provide opportunities for our clients to positively contribute to charities and organisations that support children, including SecondHarvest in Japan, and A Child's Dream in our South-East Asian destinations.

ITG also commits to reviewing our policy and procedures annually and updating according to current legislation and practices.

Contact details:

- Safeguarding Officer (SO): Kirsten Elrod
Contact: kristen.elrod@insidejapantours.com / +81 52 253 6068
- Policy and Training: Robert Moran/Sophie Walker, Sustainability Global Manager
Contact: robert.moran@insidetourgroup.com

Review

This policy was last reviewed on 9th September 2021.

A handwritten signature in black ink, appearing to read 'Simon King', written in a cursive style.

Signed:

Simon King, Director