



SAFEGUARDING CHILDREN & VULNERABLE ADULTS AND CHILD PROTECTION POLICY

Previous updates :
16-2-2021; 03-03-2022; 01-03-2023; 28-2-2024
Updated - 16-2-2025

STATEMENT OF ORGANISATION AND ARRANGEMENTS FOR SAFEGUARDING CHILDREN AND VULNERABLE ADULTS IN OUR CARE.

1. PURPOSE

The purpose of this policy statement is:

- To protect children or vulnerable adults from abuse, harm or neglect as a result of our activities.
- To provide staff and volunteers, as well as children, young people and their families, with the overarching principles that guide our approach to child protection.

This policy applies to anyone working on behalf of Neroche Woodlanders (NWL) with vulnerable adults, children or young people.

2. PRINCIPLES

1. Children, young people and vulnerable adults with whom we work are entitled to be kept safe and protected from harm whilst in our setting or during off-site activities that we run.
2. It is our duty to be aware of indicators of risk, harm, abuse, and exploitation with all those with whom we come into contact, to discuss and report our concerns within the team, and then to share with or inform the appropriate agencies.
3. All staff (including volunteers) are aware of the possibility that those we work with may have been or are currently being abused during the

period that we are working with them. Indicators may arise from what a child, young person or adult says, how they behave or how they look and present. Staff may have suspicions or make observations about incidents which need to be documented and possibly actioned.

4. We will ensure that our staff are aware of the symptoms of abuse, know how to report it, and know how to deal with a situation where disclosure occurs.

5. We will work in partnership with other agencies to safeguard all our participants.

3. ROLES AND RESPONSIBILITIES

3.1 Directors and Board of Trustees

The Board of Directors have overall responsibility for safeguarding and child protection. The Designated Safeguarding Lead (DSL) is a paid member of staff/Director and is currently Jenny Archard, who is also trained in Safer Recruitment. Sarah Holdway is the Deputy Safeguarding Lead. A non-paid Trustee Director is appointed as a nominated deputy and is currently Barbara Wilcox. At least one non-paid director will be trained in Safer Recruitment practices, and that person is presently Sue Farrell, who will oversee volunteer and staff recruitment.

3.2 Designated Safeguarding Lead

The DSL is responsible for implementing this procedure and maintaining all safeguarding records. They are also the liaison between Neroche Woodlanders and the LADO or other relevant contacts in the event of an incident or safeguarding report.

3.3 All Staff

All staff, including volunteers, are responsible for the following:

- Attending the necessary safeguarding and child protection training.
- Reporting all suspicions of abuse, neglect, etc., to the Session Leader at the time.
- Sending an Incident Report of your findings to the Session Leader and The Designated Safeguarding Lead (DSL) (see section on incident reporting within the Safeguarding and Child Protection Procedure).

3.4 Special Obligations of Session Leaders

In addition to the general responsibilities of staff outlined above, the Session Leaders take the lead during the sessions/event in particular:

- Meeting the requirements of the photography and filming procedure;
- Ensuring staff-to-participant ratios are maintained;
- Act on reports from staff/volunteers in consultation with the Designated Safeguarding Lead (DSL)

4 ARRANGEMENTS

All staff should have read or been made aware of the following policies and procedures (reviewed annually).

The Safeguarding and Child Protection Procedure which includes details of:


- Recruitment of Staff and Volunteers - Safer Recruitment Procedures
- Forms of child abuse and neglect
- Disclosure and Barring Checks
- Staff Training
- Ratios of adults to children.
- Staff responsibilities
- Staff responsibilities, including Session Leaders.
- Safeguarding Incident Reporting
- Dealing with disclosures and concerns about a child, young person or vulnerable adult.
- Recording concerns, information sharing, and the safe retention and storage of such records.
- Responsibilities of Designated Safeguarding Lead
- Allegations against staff/volunteers, including Whistleblowing.
- Reporting of Low-Level concerns
- Encouraging Positive Behaviour
- Dealing With Distressed Behaviour
- Anti-bullying.
- Managing allegations against staff and volunteers.
- Whistleblowing.
- Further guidance

Separate procedures include

- Code of conduct
- Behaviour policy
- Encouraging Positive Behaviour and Dealing With Distressed Behaviour
- Photography and Filming Procedure, which includes sharing images.

Note

As used in the Health and Safety Policy and related procedures, the term staff includes paid employees/freelancers and volunteers/ helpers, and participants include clients, learners, parents, and persons under 18 years of age.

Name	Signature	Date
Jenny Archard Designated Safeguarding Lead (DSL) Director		16 th Feb 2025

We are committed to reviewing our policy and practice at least once a year.