



SAFEGUARDING CHILDREN & VULNERABLE ADULTS AND CHILD PROTECTION POLICY

Previous updates :

16-2-2021; 03-03-2022; 01-03-2023; 28-2-2024, 16-2-2025

Updated- 20-2-2026

1. Definitions

Every child deserves to grow up in a safe, stable, and loving home.

Safeguarding means **protecting** children. In line with [Working Together to Safeguard Children](#), this includes:

- Offering help and support to children and families as soon as concerns arise.
- Keeping children safe from abuse, neglect, and harm at home, in the community, and online.
- Supporting children's physical and mental health and overall development.
- Making sure children grow up in safe, caring, and supportive environments.
- Taking action to help every child achieve their full potential.

Child protection is part of safeguarding. It refers to the **action** taken when there are concerns that a child is experiencing, or is at risk of experiencing, serious harm. The **Children Act 1989** requires professionals to take appropriate steps to protect children and promote their welfare in these situations.

Effective safeguarding also means understanding that families may face different challenges. Factors such as financial pressures, social circumstances, culture, and ethnicity can affect children's lives, and professionals should respond with sensitivity and respect.

2. Purpose

The purpose of this policy is to safeguard and promote the welfare of all children and vulnerable adults by ensuring early identification of concerns and providing timely help and support as soon as problems arise.

Neroche Woodlanders Limited (NWL) is committed to safeguarding and promoting the welfare of children & vulnerable adults.

Safeguarding and promoting children's welfare is **everyone's** responsibility. Anyone who works with or comes into contact with children and their families has an important role in helping to keep them safe.

We always take a child-centred approach. This means that the needs, safety, and best interests of the child are at the heart of every decision we make.

We follow an **"it can happen here"** approach. This means we understand that abuse or harm can happen in any setting, even in places that feel safe and familiar. Because of this, we remain alert to concerns at all times. Staff are encouraged to notice the signs of possible harm, share information appropriately, and take prompt action when needed.

Children and young people who experience harm will always be listened to and taken seriously. They will never be made to feel that they are causing trouble by speaking up about abuse, sexual violence, or harassment. No child should ever feel ashamed for reporting a concern.

Neroche Wooldanders Limited are committed to safeguarding and promoting the welfare of all children by:

- Providing a safe, caring, and supportive environment where children and young people can learn and thrive.
- Taking any concerns about a child's safety or wellbeing seriously and acting on them without delay.
- Meeting our legal responsibilities to identify children who may need early help, or who are experiencing — or at risk of experiencing — significant harm, and ensuring they receive the right support as quickly as possible.

All action taken by Neroche Wooldanders Limited will be in accordance with current legislation and guidance.

- [Working Together to Safeguard Children](#)
- [Keeping Children Safe in Education](#)
- [Information Sharing 2024](#)
- [What to do if you're worried a child is being abused](#)
- [Early years foundation stage statutory framework - for group and school - based providers](#)
- [Local Safeguarding Partnership](#)

This policy should be read in conjunction with the following policies:

- Standard (Low Level) Concerns
- Whistleblowing
- Code of Conduct for Staff

- Health and Safety

2. PRINCIPLES

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who encounters children, their families, and carers, has a role to play.

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 and indications 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 Sarah Holdway, who is also trained in Safer Recruitment. Tiff Lovedale, currently is training to become Deputy Safeguarding Lead. A non-paid Trustee Director is appointed as a nominated deputy and is currently Sue Farrell. At least one non-paid director will be trained in Safer

Recruitment practices, and that person is presently Sue Farrell and Barbara Wilcox, 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

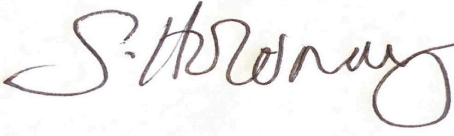
- Dealing with disclosures and concerns about a child, young person or vulnerable adult.
- Responsibilities of Designated Safeguarding Lead
- Allegations against staff/volunteers, including Whistleblowing.
- Reporting of Low-Level concerns
- Encouraging Positive Behaviour
- Dealing With Distressed Behaviour
- 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
Sarah Holdway Designated Safeguarding Lead (DSL) Director		20th February 2026

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