

# Safeguarding and Child Protection Policy



## 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. \*\*

## 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, and 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 make sure that our staff are aware of the symptoms of abuse, know how to report this 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.

## Roles and Responsibilities

The Directors and Board of Trustees have overall responsibility for safeguarding and child protection. The Safeguarding and Child Protection Responsible Person is a paid member of staff/Director and is currently Jenny Archard. A non-paid Trustee is appointed as a deputy and is currently Barbara Wilcox. One Director will be trained in Safer Recruitment practices and that person will be involved in overseeing volunteer and staff recruitment.

All staff including volunteers are responsible for:

- 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 Safeguarding and Child Protection Responsible Person (see section on incident reporting within the Safeguarding and Child Protection Procedure).

- In addition to the general responsibilities of staff outlined above the Session Leaders are expected to act on reports from staff/volunteers in consultation with the Safeguarding Child Protection Responsible Person.

## **Recruitment of Staff and Volunteers - Safer Recruitment**

### Procedures

#### Existing staff:

1. All adults (paid staff and volunteers) who have regular contact with children, young people, or vulnerable adults, must have completed a Disclosure and Barring check, (DBS) in line with current UK legislation. These checks should be updated as and when required.
2. All session leaders must hold an enhanced disclosure certificate.
3. The Safeguarding and Child Protection Responsible Person will ensure that no member of staff will work with children, young people and vulnerable adults without an up-to-date DBS clearance.
4. All DBS certificates will be held in secure records on Dropbox

If Neroche Woodlanders need to advertise for new staff the NSPCC Safer recruitment process will be followed.

1. All recruitment procedures must comply with our safeguarding and child protection principles. This applies to the recruitment of all staff and volunteers who are to work with children, young people and vulnerable adults.
2. All new recruits will be interviewed by at least one but preferably two Directors and shown around the Young Wood main camp.
3. During the interview the directors will confirm that the individual is willing to work with the Forest School approach and the Neroche Woodlanders Code of Conduct.
4. Any concerns about the interviewee will be investigated. If necessary, evidence of past experience and qualifications will be checked. DBS clearance must be obtained in all cases. In addition, the ID checks required to support the DBS process will be obtained.
5. Applicants will be rejected if they cannot comply with background checks or answer safer recruitment questions.

## **Supporting Documents and Procedures**

This policy statement should be read alongside our other policies; procedures; guidance and other related documents.

- Code of conduct for staff and volunteers.
- Safeguarding and Child Protection Procedure which includes details of:
  - o Guidance on forms of abuse.
  - o Disclosure and Barring Checks.

- Guidance on safeguarding and child protection including ratios of adults to children.
- Staff responsibilities including Session Leaders.
- Dealing with disclosures and concerns about a child, young person or vulnerable adult.
- Recording concerns and information sharing along with the safe retention and storage of such records.
- Managing allegations against staff and volunteers.
- Whistleblowing.
- Further guidance.
- Behaviour codes for children, young people and adults attending our activities.
- Online safety including photography and sharing images.
- Safer recruitment.
- Anti-bullying.
- Health and Safety Policy and related procedures and risk assessments.
- Induction, training, supervision and support.

Note the term staff includes paid employees/freelancers and volunteers/ helpers and participants includes clients, learners, parents and persons under 18 years of age.

Signed By

NWL Director: Jenny Archard...(Safeguarding lead) Date March 3 2022.....