



# Foxglove Forest School: Safeguarding Policy

Last Updated: June 2021

*Foxglove Forest School is committed to safeguarding and promoting the welfare of children, and expects all staff and volunteers to share this commitment.*

*We take seriously our responsibility to safeguard the children that attend all our sessions and we ensure that consistent and effective safeguarding procedures are in place to support our families, children and staff*

## The purpose and scope of this policy statement:

Foxglove Forest School provides parent and toddler workshops for early years children and their siblings parents and carers. Foxglove Forest School is currently made up of Holly Dabbs director, and a team of freelance staff and volunteers, and this policy applies to anyone working with or on behalf of Foxglove Forest School.

We mostly teach in venues we have privately hired to run classes including public parks and community gardens in Bath and London UK.

A child is defined as anyone who has not yet reached his/her 18<sup>th</sup> birthday. Safeguarding children and child protection guidance applies to all children up to the age of 18.

### **The purpose of this policy statement is:**

- to protect children and young people who receive Foxglove Forest School services from harm.
- to provide staff and volunteers, as well as children and 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 Foxglove Forest School



## Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation is available from [nspcc.org.uk/learning](https://www.nspcc.org.uk/learning).

## We believe that:

- Children and young people should never experience abuse of any kind
- We have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

## We recognise that:

- the welfare of children is paramount in all the work we do and in all the decisions we take all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

## We will seek to keep children and young people safe by:

- valuing, listening to and respecting them
- ensuring that all employees, freelancers and volunteers hold a valid DBS check, or are accompanied always by someone who does, and will be expected to commit to completing safeguarding training within their first term.
- adopting child protection and safeguarding best practice
- support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently
- recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made



- recording, storing and using information professionally and securely, in line with data protection legislation and guidance
- using our procedures to manage any allegations against staff and volunteers appropriately
- creating and maintaining an anti-bullying environment
- ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.

### **Signs of child abuse and neglect**

Signs of possible abuse and neglect may include:

- significant changes in a child's behaviour
- deterioration in a child's general well-being
- unexplained bruising or marks
- comments made by a child which give cause for concern
- inappropriate behaviour displayed by other members of staff, or any other person. For example, inappropriate sexual comments, excessive one-to-one attention beyond the requirements of their role, or inappropriate sharing of images.

### **If abuse is suspected or disclosed**

If a child makes a disclosure to a member of the Foxglove Forest School if there is a suspicion of abuse, the team member will:

- Reassure the child that they were not to blame and were right to speak out (in the case of a disclosure being made)
- Listen to the child but not question them
- Give reassurance that the staff member will take action
- Record the incident as soon as possible (see *Logging an incident* below).

If a member of staff witnesses or suspects abuse, they will record the incident straightaway. If a third party expresses concern that a child is being abused, we will encourage them to contact Social Care directly. If they will not do so, we will explain that we are obliged to and the incident will be logged accordingly.



### **Logging an incident**

All information about the suspected abuse or disclosure will be recorded. The record should include:

- Date of the disclosure or of the incident causing concern
- Date and time at which the record was made
- Name and date of birth of the child involved
- A factual report of what happened. If recording a disclosure, you must use the child's own words.
- Name, signature and job title of the person making the record.

The record will be given the CPO, who will decide whether they need to contact Social Care or make a referral. If other members of staff think that the incident has not been adequately followed up, they may call Social Care themselves.

### **Allegations against staff**

If anyone makes an allegation of child abuse against a member of the Foxglove Forest School team

- The allegation will be recorded. Any witnesses to the incident should sign and date the report.
- The allegation must be reported to the relevant authorities.
- The team member will be suspended, pending full investigation of the allegation.

### **Use of mobile phones and cameras**

- Photographs and videos will only be taken of children with their parents' permission.
- Any photos taken with permission may be used on the website, in marketing, for evaluation reports and on twitter. When using photographs for any of these purposes we will ensure that children are never identified by anything more than a first name without any other uniquely identifying factors. We will respect any requests for photographs not to be taken or used without requiring any details as to why.

## **Contact details**

### **Nominated child protection lead**

Name: Holly Dabbs [foxgloveforestschool@gmail.com](mailto:foxgloveforestschool@gmail.com) 07792671854



#### **NSPCC Helpline**

0808 800 5000

We are committed to reviewing our policy and good practice annually.

#### **London Contacts**

For urgent child protection referrals contact the MASH (Lewisham) on 020 8314 6660 and ask to speak with a duty Social Worker.

If you are concerned about a member of staff's behaviour towards a child then you can call Lewisham LADO (Local Authority Designated Officer) on: 020 8314 3114

#### **Bath Contacts**

Bath & North East Somerset Social Care Team on: 01225 396312 / 01225 396313 OR Out of Hours Emergency Social Care Duty Team: 01454 615165.

If you are concerned about a member of staff's behaviour towards a child then you can call Bath and North East Somerset LADO (Local Authority Designated Officer) on: 01225 396810.

This policy was last reviewed on: 3<sup>rd</sup> June 2021

Signed:

A handwritten signature in cursive script that reads 'Holly Dabso'. The signature is written in black ink on a light blue rectangular background.

Date: 3<sup>rd</sup> June 2021