

Safeguarding Policy


At The Willows the welfare of all the children in our care is paramount. We create opportunities for children to flourish and immerse themselves in our safe outdoor environment where staff can protect and support children to be safe and prevent them from harm. Safeguarding is the responsibility of every adult at The Willows. We follow guidance in the document Working Together to Safeguard Children 2023.

Safeguarding Procedure

If you are concerned about the welfare or safety of a child, or a child makes a disclosure to you; you must raise your concerns with the Forest School Leader. Our Safeguarding Procedure details the process which must be followed if you are concerned about a child that attends The Willows Horringer. If you have **CONCERNS**, an allegation is made, are suspicious of abuse, or a child discloses a concern to you must follow our Disclosure Procedure; RECEIVE, REASSURE, REACT, RECORD, REMEMBER. The issue/incident will be recorded on a Safeguarding Report Form, which can be found within the confidential file, in the Forest School Emergency Bag. The form will include name, age of child, time and date of observation and signature of the recorder. All observations will be objective, describing circumstances without comment or interpretation. In case of disclosure, the exact words spoken should be recorded as accurately as possible. You must **CONSULT** with the designated Safeguarding Lead. You may speak to MASH on 03456061499 for advice or contact the NSPCC Helpline on 0808 800 5000. The Safeguarding Lead will take **ACTION** and may make (**CONFIRM**) a referral to Children and Young People's Services and/or the Police if they feel the child is at risk.

If you have a safeguarding concern about a member of staff/adult volunteer at The Willows, you must raise this immediately with the Safeguarding Lead. If you feel you are unable to consult with the Safeguarding Lead you should refer your concern to Customer First on 0800 800 4005. This is a 24-hour line. In an emergency call the Police on 999.

At The Willows Horringer we want to ensure we appoint practitioners who will best support our setting and the young people we work with. Therefore, we follow a robust recruitment process (see appendix 11). All employed staff at The Willows hold a valid DBS certificate and a record is held confidentially. Adult volunteers that help for more than four consecutive sessions will require a DBS check.



Safeguarding Procedure

To be read with our Safeguarding Policy Statement

If a member of staff or a volunteer at The Willows, has a concern about a child, it is their legal duty to refer it to their line manager, which is Rebecca Dodman (the Safeguarding Lead and Forest School Leader). This may result in the concern needing to be referred to an external body. The Safeguarding Lead will refer this information to Children & Young People's Services. If an allegation is made against a member of staff or volunteer, the information should be passed to the Safeguarding Lead. If the member of staff feels unable to raise this with the Safeguarding Lead, it needs to be referred to 'Customer First'.

ANYONE can call Suffolk Safeguarding Children Board 'Customer First' on 0800 800 4005. This is a 24-hour line.

In an emergency call the Police on 999.

Concerns ~ Allegations or suspicion of abuse, disclosure, observations.
Follow: RECEIVE, REASSURE, REACT, RECORD, REMEMBER.
Complete the 'Safeguarding Report Form'.

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Consult ~ Speak with Forest School Leader, Rebecca Dodman, in person, or on 07920 096012. In her absence contact the designated Safeguarding Lead (details shared with you before the session). If you are unsure as to whether a referral is required, contact the Professional Consultation Line, to speak to MASH (Multi-Agency Safeguarding Hub) on 03456 061499.


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Action ~ The Safeguarding Lead will make a referral to Children & Young People's Services and / or the police. Parents and Carers may be advised of this unless it puts the child at risk.

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Confirm ~ Verbal referrals must be followed up by a written referral in 24 hours.

Safeguarding Report Form	
	
Please use clear print and black or blue ink	
Your name:	
Date/Time of incident/conversation:	
Name of individual(s) involved in incident/conversation:	
Details of incident/ conversation:	
Brief outline of actions/advice taken or given, including any other services/people contacted at this point:	
Was the young person informed that this information would have to be passed on? Yes / No	
Details of any witnesses to incident/conversation including names:	
Date form was completed:	
Signature: (person reporting the incident)	
PLEASE PASS THIS FORM TO THE SAFE GUARDING LEAD (Rebecca Dodman)	
Date form was passed on to the Safeguarding Lead:	
Any further actions needed to be taken? If yes, please give details below of action taken	
Signed by: (Safeguarding Lead)	

Disclosure Procedure	
	
Children and young people will talk to adults who they trust. This could include disclosing abuse they have experienced, to an adult or another child during their session at The Willows. The Forest School Leader, Rebecca Dodman, is responsible for recording information and contacting the relevant authorities.	
When this situation arises, follow these steps:	
1) Receive:	
<ul style="list-style-type: none"> o Listen to what is being said o Do not display shock or disbelief o Take notes 	
2) Reassure:	
<ul style="list-style-type: none"> o Reassure the child/young person but be honest o Don't make promises you may not be able to keep o Do not promise confidentiality, you have a duty to refer o Reassure the child/young person that they were right to tell you. If the child/young person expresses guilt, point out that they are not to blame 	
3) React:	
<ul style="list-style-type: none"> o Do not interrogate for further details o Do not ask leading questions o Do ask open questions o Do not criticise the person the child is talking about o Do not ask the child to repeat what they are saying for someone else o Explain to them what you <u>have to</u> do next 	
4) Record:	
<ul style="list-style-type: none"> o Complete the <u>Safeguarding Report Form</u> as soon as possible o Do not destroy original notes o Record the time, date, place, noticeable non- verbal behaviour and the 'actual' words used by the child/young person o Draw a diagram to show any marks/bruises o Record what is said rather than your assumptions 	
5) Remember:	
<ul style="list-style-type: none"> o Follow the guidelines in our Sfeeguarding Policy and flow chart o Consult with the appropriate person as soon as possible o Ask for support from your manager (Rebecca Dodman) if needed, you have been dealing with a traumatic situation 	

Lone Working Policy

We support a wide range of groups and individuals at The Willows Horringer, and we have identified the potential risk of lone working. In most situations our best practice is to have at least two adults present when working with children and young people. However, because of the nature of our establishment and the support we offer individuals with specific needs, sometimes it may be necessary for an adult to work one-to-one with a child. If this is necessary discussions take place between school/setting, parent/guardian and The Willows Horringer. If all stakeholders believe The Willows Horringer can meet the child's needs and requires an individual programme a Service Level Agreement will be written by Rebecca Dodman; seeking consent from school/setting, parent/guardian. The agreement details when the sessions will take place, the name/experience of the individual member of staff supporting the child, additional risks to the member of staff, contingency plans should an unexpected incident occur.

PEMs evaluations at the end of each session report key observations, highlights, progress and next steps. The PEMs is shared with school/setting and parent/guardian to ensure progress is monitored, concerns can be reported and support can be adjusted to continually meet the needs of the individual.

Our staff members can become an important part of a child or young person's life. Over a period of time they build up a strong, trusting relationship with children and their families and play a key role in providing support. Therefore, it is vital that we keep our safeguarding statement at the forefront of our mind and that we protect ourselves and each other.

If staff are working with individuals on site alone, they must follow these steps to ensure they are both safe and they can protect the young person in their care:

1. Ensure you always have a well charged mobile phone on you with contact details of the parent/guardian available
2. Ensure the first aid bag (with emergency procedure) is easily accessible
3. Manual handling and working at height is not permitted during 1:1 sessions
4. Directly report any support given to help the child change/use the toilet
5. Avoid entering the resource shed or small spaces with the child

Protect them, Protect you!

Anti-bullying and Prevent

The Willows will not tolerate any form of prejudice, offensive or intimidating behaviour. All participants, parents and volunteers will be expected to adhere to the Behaviour Management Policy, and to challenge any discriminatory behaviour. The Willows believes that an inclusive ethos encourages positive behaviour. Any incidents occurring will be recorded by the Forest School Leader and investigated further.

The Willows follows a Prevent procedure. In line with Section 26 of the Counterterrorism and Security Act (2015), The Willows acknowledges that certain societal conditions lead to dis-enfranchisement and will exercise due regard to the need to prevent people from being drawn into terrorism. The Willows follows Prevent procedures.

The ethos of The Willows supports community cohesion with the implementation of all the six principles of Forest School. The use of learner-centred processes creates a community for development and learning. Forest School encourages holistic development and relationship building, both with fellow participants and with the environment around them.

Safeguarding Lead: Rebecca Dodman
rebecca@thewillowshorringer.com 07920096012

Signed and dated: *Rebecca Dodman January 2025*