

GREEN TREE ADVENTURES

FOREST SCHOOL AND FARM SAFEGUARDING POLICY

Updated: September 2023

1. Introduction:

At Green Tree Adventures, we are committed to providing a safe and secure environment for all participants, including children, staff, and volunteers. This safeguarding policy outlines our approach to ensuring the well-being and protection of everyone involved in our Forest School and Farm activities.

2. Legal Framework:

Our safeguarding policy is based on relevant legislation, including but not limited to:

- The United Nations Convention on the Rights of the Child (UNCRC)
- The Children Act 1989 and 2004
- The Education Act 2002
- The Safeguarding Vulnerable Groups Act 2006
- The Data Protection Act 2018
- The General Data Protection Regulation (GDPR)

3. Designated Safeguarding Lead (DSL): Lara Roberts

We have appointed a Designated Safeguarding Lead who is responsible for overseeing the implementation of this policy, providing advice and support to staff, and liaising with external agencies when necessary.

4. Risk Assessment:

We conduct thorough risk assessments of our Forest School and Farm site and activities to identify and mitigate potential hazards. This includes assessing risks associated with the environment, equipment, and activities, ensuring they are appropriate for the age and abilities of participants.

5. Staff and Volunteer Recruitment:

All staff and volunteers involved in our Forest School and Farm activities undergo a rigorous recruitment process, which includes background checks, references, and appropriate training. We ensure that individuals working with children hold valid and up-to-date DBS (Disclosure and Barring Service) checks.

6. Training and Awareness:

We provide regular safeguarding training to all staff and volunteers, ensuring they are aware of their responsibilities and understand how to recognize and respond to signs of abuse or neglect. This training also covers confidentiality, data protection, and reporting procedures.

7. Code of Conduct:

We have a clear code of conduct in place that outlines expected behaviour for all staff, volunteers, and participants. This includes guidelines on appropriate language, physical contact, and boundaries to ensure a safe and respectful environment.

8. Reporting and Recording:

We have clear procedures for reporting and recording any safeguarding concerns. All staff and volunteers are aware of the reporting channels and understand their duty to report any suspicions or disclosures promptly and accurately.

9. Confidentiality and Information Sharing:

We handle all safeguarding concerns with the utmost confidentiality, sharing information only on a need-to-know basis. We comply with data protection laws and guidelines when storing and sharing personal information.

10. Partnership and Communication:

We maintain open and effective communication with parents/guardians, ensuring they are aware of our safeguarding procedures and how to raise any concerns. We also collaborate with external agencies, such as local authorities and child protection services, when necessary.

11. Review and Evaluation:

We regularly review and evaluate our safeguarding policy and procedures to ensure they remain effective and up to date. Feedback from staff, volunteers, participants, and parents/guardians is actively sought and considered in this process.

Next Review Date September 2024
Unless any problems reported

GREEN TREE ADVENTURES

PROCEDURES FOR REPORTING AND RECORDING SAFEGUARDING CONCERNS

Updated: September 2023

1. Recognizing and Responding to Concerns:

All staff and volunteers should be vigilant in recognising signs of abuse, neglect, or any other safeguarding concerns. This includes physical, emotional, or behavioural indicators that may suggest a child or vulnerable individual is at risk. If any concerns arise, follow these procedures:

2. Immediate Response:

If there is an immediate risk to the safety or well-being of a child or vulnerable individual, take immediate action to ensure their safety. This may involve removing them from the situation, providing comfort and support, or seeking medical assistance if necessary.

3. Inform the Designated Safeguarding Lead (DSL): Lara Roberts

Report any safeguarding concerns to the Designated Safeguarding Lead (DSL) as soon as possible. Provide them with all relevant details, including the nature of the concern, any observations made, and the names of individuals involved. If the DSL is not available, report to the next designated person in line.

4. Document the Concern:

Record the safeguarding concern in writing, using a designated safeguarding form or incident report. Include the date, time, location, individuals involved, and a detailed account of the concern. Be objective and factual, avoiding assumptions or personal opinions.

5. Maintain Confidentiality:

Handle all safeguarding concerns with the utmost confidentiality. Only share information on a need-to-know basis with the DSL, relevant authorities, or external agencies involved in the investigation. Respect the privacy and dignity of all individuals involved.

6. Seek Advice and Guidance:

If unsure about the severity or nature of a safeguarding concern, seek advice and guidance from the DSL or other designated personnel. They can provide support, clarify procedures, and help determine the appropriate course of action.

7. Reporting to the Appropriate Authorities:

If the safeguarding concern involves immediate danger or criminal activity, report it to the relevant authorities, such as the local police or child protection services. Follow the guidance provided by the DSL or designated personnel in reporting to external agencies.

8. Support and Follow-Up:

Ensure that appropriate support is provided to the child or vulnerable individual involved. This may include offering reassurance, referring them to counselling services, or involving other professionals as necessary. Keep a record of any actions taken and follow up on the situation to ensure ongoing safety and well-being.

9. Review and Evaluation:

Regularly review and evaluate the effectiveness of the reporting and recording procedures. Seek feedback from staff, volunteers, and external agencies to identify areas for improvement and make necessary adjustments to the safeguarding policy.