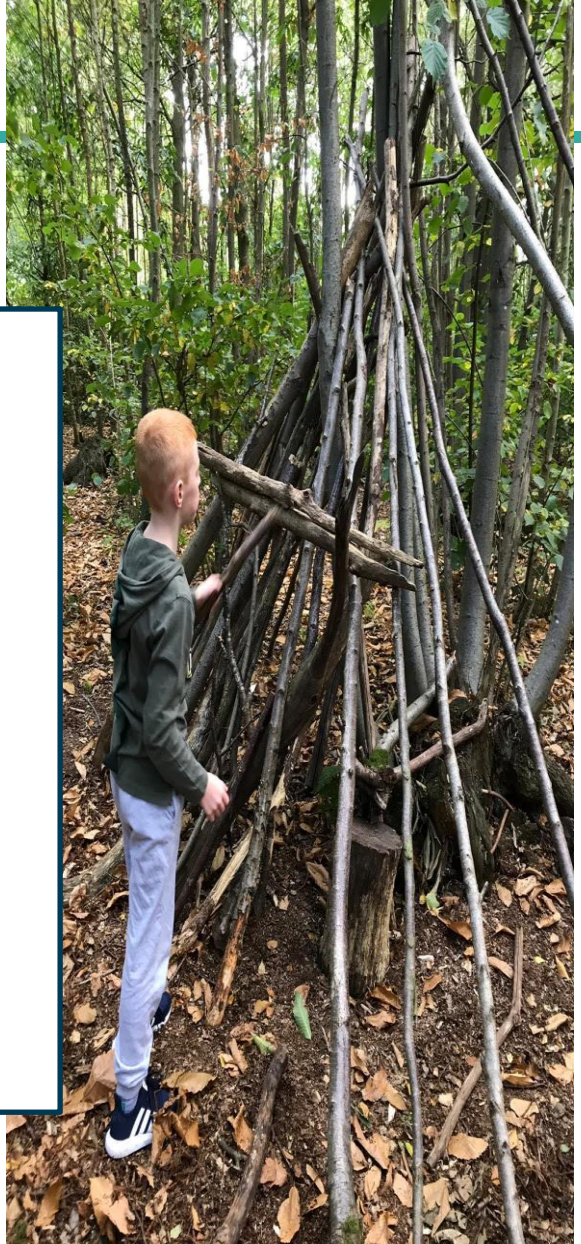


# Safeguarding Policy 2025

**Company: WoodlandAnnemal**  
**Authored: Anne Flaherty**



**Woodland  
Annemal**

CAMPFIRES, DEN BUILDING, GAMES, CRAFTS AND MORE!

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# WoodlandAnnemal Safeguarding & Child Protection Policy

**Reviewed 26/05/2025**

**Next Review Due: 26/05/2026**

**Designated Safeguarding Lead (DSL): Anne Flaherty**

**Contact: woodlandannemal@gmail.com**

## 1. Policy Statement

At WoodlandAnnemal, the safety, protection, and well-being of every child is our highest priority. We are committed to creating a safe, nurturing environment where children can explore, learn, and thrive. All safeguarding concerns are taken seriously and addressed promptly, following national legislation and local authority procedures.

We have a zero-tolerance approach to abuse, neglect, harm, and radicalisation. Our staff and volunteers are trained to identify, and report concerns at the earliest opportunity.

## 2. Statutory Framework

**This policy adheres to the following statutory guidance and legislation:**

- Children Act 1989 & 2004
- Working Together to Safeguard Children (2018)
- Keeping Children Safe in Education (KCSIE)
- The Counter-Terrorism and Security Act 2015
- Prevent Duty Guidance
- Local Safeguarding Arrangements (Essex Safeguarding Children Board - ESCB)

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**We follow the Essex Effective Support Pathway and SET Child Protection Procedures, and work closely with the statutory safeguarding partners: Essex County Council, Essex Police, and local NHS Integrated Care Boards.**

### **3. Roles and Responsibilities**

#### **Designated Safeguarding Lead (DSL)**

- Anne Flaherty is the named DSL and is available at all times during Forest School and Alternative Provision sessions.
- The DSL is trained to Level 3 and undertakes refresher training every 2 years.
- Responsible for liaising with external agencies, maintaining accurate records, and supporting staff.

#### **All Staff and Volunteers**

- Must complete basic safeguarding and Prevent Duty training.
- Must report any concerns to the DSL immediately.
- Are required to read and understand this policy and "Part 1" of KCSIE.

### **4. Recognising Abuse and Neglect**

#### **Types of Abuse:**

- Physical Abuse
- Emotional Abuse
- Sexual Abuse
- Neglect

Please refer to section appendices for detailed signs and indicators. All staff are trained to recognise the subtle and overt signs of abuse and neglect.

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## 5. Logging and Reporting Concerns

### When abuse is suspected or disclosed:

- Reassure the child. Never promise confidentiality.
- Record the concern immediately on the “Logging a Concern” Form.
- Include the child’s own words where applicable.
- Sign and date the record and pass it to the DSL without delay.

The DSL will decide whether to make a referral to Social Care (Children & Families Hub) and will confirm referrals in writing within 48 hours. If staff feel their concern is not taken seriously, they can escalate to the LADO or contact Social Care directly.

## 6. Child-on-Child Abuse

### Child-on-child abuse includes:

- Bullying (including online)
- Physical abuse
- Sexual violence or harassment
- Initiation/hazing-type violence

Disclosures are treated with the same seriousness as adult-on-child abuse. Victims will be supported, and alleged perpetrators will be addressed in line with safeguarding and behaviour policies.

## 7. Prevent Duty – Extremism & Radicalisation

All staff have a duty to prevent children from being drawn into extremism or terrorism.

### Concerns may include:

- Sudden behavioural changes

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- Expression of extremist views
  - Isolation from friends/family
  - Excessive online activity

All concerns must be logged and passed to the DSL. The DSL will consult with the Prevent Co-ordinator or Channel Panel, or escalate to the Police via 101 or the Anti-Terrorist Hotline: 0800 789 321.

## **8. Whistleblowing & Allegations Against Staff**

**Staff must report concerns about a colleague to the DSL or directly to the LADO. WoodlandAnnemal will:**

- Inform the LADO and Ofsted within 24 hours.
- Act on the advice of the LADO, including suspension where necessary.
- Refer to the DBS if the person is found to pose a risk to children.

**If staff feel they cannot raise concerns internally, they can contact the NSPCC Whistleblowing Helpline: 0800 028 0285 or [help@nspcc.org.uk](mailto:help@nspcc.org.uk).**

## **9. Safer Recruitment**

**We follow strict safer recruitment procedures, including:**

- Enhanced DBS checks
- Identity and qualification checks
- Full employment references
- Volunteer supervision and safeguarding induction

## **10. Staff Awareness & Training**

- DSL trained every 2 years; all staff receive annual safeguarding and Prevent training.
- All staff understand their statutory duty to safeguard.

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- Policy reviewed annually or in response to new legislation.

## **11. Confidentiality and Record Keeping**

All concerns, disclosures, and referrals are kept confidential and securely stored. Records are factual, accurate, and passed on to relevant agencies when required. Only those who need to know will have access.

## **12. Policy Monitoring and Review**

This policy is reviewed annually by the DSL or earlier if legislation or practice changes. Updates are shared with all staff and volunteers, and training is refreshed accordingly.

### **Contact Details**

- **DSL (Anne Flaherty): woodlandannemal@gmail.com**
- **Children & Families Hub (Essex Social Care): 0345 603 7627**
- **LADO (Essex): 03330 139 797**
- **Prevent/Channel Advice: 01245 452196**
- **NSPCC Helpline: 0808 800 5000**
- **Foodbank Colchester: 01206 621998**
- **Ofsted: 0300 123 1231**
- **Anti-terrorist hotline : 0800 789 321**
- **Police: 101 (non-emergency) or 999 (emergency)**

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If you're worried about the safety or wellbeing of a child, call the children's line on 0345 603 7627. This phone line is open Monday to Thursday 9am to 5:30pm, and Fridays 9am to 4:30pm.

For out of hours or bank holidays, call the emergency duty team on 0345 606 1212.

It's quicker for you to get in touch with us on the phone, but you can fill in our online [Request for Support form](#) if you prefer.

## **Appendices**

### **A. Children and Families services map**

<https://secureschools.essex.gov.uk/DisplayDocument.aspx?DocID=460>

### **B. Logging a Concern Form (template)**

### **C. Mental Health/ Crisis –Emergency**








### **D. Staff Code of Conduct**

### **E. Volunteer Agreement**



Appendix A

[Link to website](#)

Children & Families Service Map and Key Contacts 2021	
 Essex County Council	 ESSET Early Support for Children and Families
 EPHA Essex Primary Healthcare Association	 AsHE Association of Schools and Health Education
	
<b>Children &amp; Families Hub</b>	<b>Effective Support Directory</b>
<b>Emergency Duty Team</b>	<b>Emergency Duty Service (Immediate Out of Hours Response) No: 0345 606 1212 (Mon - Thurs 5.00pm – 8.45am, Fri 4.30pm – Mon 8.45am Inc. Bank holidays)</b>  (for non-immediate requests please contact the <b>Children &amp; Families Hub</b> within the working hours above)
<b>Local Authority Designated Officer (LADO)</b>	<p>The Essex LADO is specifically involved in cases where there is a concern or allegation that someone working or volunteering with children; has or may have harmed a child, may have committed a criminal offence related to a child, behaved towards a child or children in a way that indicates they may pose a risk of harm to children. They give advice and guidance on how concerns or allegations should be investigated against <b>adults</b> working with children.</p> <p>For advice please contact: <b>Essex duty LADO (Local Authority Designated Officer) Telephone: 03330 139 797 .</b> <b>Emergency Duty Service (Immediate Out of Hours Response) No: 0345 606 1212</b> (Mon - Thurs 5.00pm – 8.45am, Fri 4.30pm – Mon 8.45am Inc. Bank holidays)</p>
<b>Useful Resources</b>	 Essex Safeguarding Children Board  Effective Support for Children and Families in Essex  SOUTHEND ESSEX THURROCK SAFEGUARDING AND CHILD PROTECTION PROCEDURES



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## Appendix B

# CHILD PROTECTION RECORD – Report of a Concern

Date of record:	
Date of incident:	

Name of referrer:		Role of referrer:	
Child name:		Year Group / class:	
Details of concern:	<ul style="list-style-type: none"><li>• use body map if appropriate (with advice of Designated Lead)</li><li>• use initials for other children / young people involved, unless there is a specific need to name them in full</li><li>• contemporaneous notes, if taken, may be attached to this form</li></ul>		
Reported to:		Role of person reported to:	
Signed:			



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## Appendix C

### Mental Health - Emergency or crisis help

When you or someone that you care for is having extreme mental health difficulties, you may need to get help very quickly. **This information is only to be used for a mental health emergency or crisis.**

#### Serious or life threatening issues

If you or someone that you care for is in immediate danger, you should:

- **contact the emergency services on 999**
- **go to your [nearest A&E department](#)**

#### Urgent issues

If you or someone that you care for is having an urgent mental health issue, you should:

- **call your mental health support worker, if you have one - this may be your care coordinator or key worker**
- **call NHS 111: This NHS service is available 24 hours a day**
- **book an emergency GP appointment - they should be able to offer you an appointment in a crisis with the first available doctor**
- **call Adult Social Care on 0345 603 7630 or 0345 606 1212 (outside of normal working hours)**
- **contact the [local adult mental health team](#)**
- **search for [EPUT crisis support services](#) or call [NELFT](#) (for young people) on 0300 555 1201**
- **NHS Choices has a [mental health helpline page](#) with a list of organisations you can call for immediate assistance**

The following organisations also offer urgent mental health support:

- 
- call Samaritans on 116 123 (24 hours, 365 days a year) - calls are free and confidential and will not appear on your phone bill
  - text 'Shout' to 85258 to speak to a trained volunteer via text (24 hours, 365 days a year) - texts are free and confidential
  - download the [Stay Alive app](#) if you are having thoughts of suicide or if you are concerned about someone else - it has links to urgent, local and online support as well as an area to set out your own safety and wellness plans

## Appendix D

# WoodlandAnnemal Staff Code of Conduct

### *For Forest School and Alternative Provision Tuition*

**Effective Date: 26/05/2025**

**Approved by: Anne Flaherty, Designated Safeguarding Lead (DSL)**

**Review Date: 26/05/2025**

## 1. Introduction

This Staff Code of Conduct applies to all employees, volunteers, and contractors working on behalf of WoodlandAnnemal in any setting, including but not limited to forest school sites, children's homes, mainstream schools, community venues, and public spaces. Our mission is to provide safe, inclusive, and inspiring learning experiences rooted in nature and therapeutic principles.

All staff are expected to uphold the highest standards of professional behaviour, integrity, and responsibility to ensure the safety and wellbeing of all children and young people in our care.

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## 2. Core Principles

All staff must:

- Prioritise the safety, dignity, and welfare of children at all times.
- Respect the rights, privacy, and individuality of every learner.
- Model behaviour that reflects the values of compassion, respect, patience, and professionalism.
- Create a positive, nurturing environment that enables learners to thrive.
- Understand that safeguarding is everyone's responsibility.

## 3. Professional Behaviour and Appearance

- Maintain professional boundaries at all times.
- Dress appropriately and safely for the activity, setting, and weather conditions (e.g. sturdy footwear, weather-appropriate outdoor clothing).
- Refrain from swearing, smoking, using vapes, or consuming alcohol while working with or around children.
- Avoid discussing personal beliefs, politics, religion, or controversial subjects with children unless it's part of a curriculum-based, inclusive discussion led appropriately.

## 4. Relationships with Learners

- Never engage in or tolerate any behaviour that could be considered abusive, exploitative, or discriminatory.
- Avoid physical contact unless it is appropriate and necessary for safety, first aid, or nurturing reassurance in line with safeguarding guidelines.
- Do not form personal relationships with learners outside of professional contexts.
- Do not give learners personal contact details, follow or message them on social media, or arrange to meet them outside of WoodlandAnnemal-approved activities.

## 5. Safeguarding Responsibilities

- Read, understand, and comply with the WoodlandAnnemal Safeguarding Policy at all times.

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- Report any safeguarding concerns immediately to the Designated Safeguarding Lead (DSL).
  - Record all disclosures, concerns, or incidents factually and promptly using the approved “Logging a Concern” form.
  - Attend all required safeguarding and Prevent Duty training sessions.

## **6. Conduct in Varied Settings**

### **a) Children’s Homes**

- Follow all site-specific protocols and respect the home’s culture and routines.
- Never enter private or restricted areas without invitation or necessity.
- Always remain within sight of another adult where possible.

### **b) Woodland or Outdoor Environments**

- Conduct dynamic risk assessments to ensure activities are age-appropriate and safe.
- Ensure adequate staff-to-child ratios are maintained.
- Carry essential first aid kits, communication devices, and know the site evacuation procedures.

### **c) School Sites and Community Spaces**

- Sign in and out of venues following local safeguarding procedures.
- Collaborate with school/community staff respectfully and professionally.
- Maintain confidentiality and discretion at all times.

## **7. Confidentiality and Information Sharing**

- Treat all learner information as confidential.
- Share information only with those who need it to support the child’s welfare.
- Never discuss learners outside of work or with unauthorised individuals.
- Store records securely and according to GDPR and company policy.



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## 8. Use of Technology and Photography

- Mobile phones must only be used for work-related communication during sessions.
- No personal photography of learners is permitted under any circumstances.
- Any photography or video must be pre-approved, with consent documented, and used only for professional purposes (e.g. portfolio evidence, reports).

## 9. Reporting Misconduct and Whistleblowing

- Staff are responsible for reporting any concerns about another adult's conduct.
- Concerns should be raised with the DSL or directly to the Local Authority Designated Officer (LADO).
- Staff can also contact the NSPCC Whistleblowing Helpline: 0800 028 0285.

## 10. Breaches of the Code

**Breaches of this Code of Conduct will be taken seriously and may result in disciplinary action, suspension, or termination of employment. In some cases, it may lead to referral to the Disclosure and Barring Service or other statutory authorities.**

## 11. Acknowledgement

**All staff, volunteers, and contractors must read and sign this Code of Conduct annually and upon induction.**

**Name:** \_\_\_\_\_

**Role:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Appendix E

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# WoodlandAnnemal Volunteer Code of Conduct

*For Forest School and Alternative Provision Tuition*

**Effective Date: 26/05/2025**

**Approved by: Anne Flaherty, Designated Safeguarding Lead (DSL)**

**Review Date: 26/05/2025**

## 1. Introduction

As a volunteer with WoodlandAnnemal, you are an important part of our mission to deliver safe, nurturing, and engaging learning experiences to children and young people. This Code of Conduct outlines the standards expected of all volunteers in all settings where we operate — including woodlands, school grounds, children's homes, and community locations.

**Volunteers must act in the best interests of the children at all times and uphold the values of respect, safety, and inclusion.**

## 2. Guiding Principles

**Volunteers must:**

- Put the wellbeing, safety, and needs of the child first.
- Act as a positive role model.
- Work cooperatively with staff and professionals.
- Show kindness, patience, and respect to all learners, staff, and families.
- Maintain appropriate boundaries and professionalism.

## 3. Behaviour Expectations

- Treat all children and young people equally and with respect.
- Avoid any behaviour that could be seen as intimidating, bullying, or favouritism.
- Use positive language and avoid shouting or sarcasm.

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- Never use physical punishment, and avoid unnecessary physical contact.
  - Do not engage in one-to-one situations without the supervision of a staff member.
  - Follow all reasonable instructions from WoodlandAnnemal staff.

## **4. Appearance and Presentation**

- Dress appropriately for outdoor, active work (e.g. sturdy footwear, weather-appropriate clothing).
- Wear a WoodlandAnnemal Uniform, badge or ID if provided.
- Refrain from smoking, vaping, or using alcohol or drugs during volunteering hours or on-site.

## **5. Safeguarding and Child Protection**

- Volunteers must familiarise themselves with the WoodlandAnnemal Safeguarding Policy.
- Report all safeguarding concerns immediately to the session leader or DSL.
- Do not promise to keep secrets if a child makes a disclosure.
- Never befriend or contact children outside of the organisation, including via social media.

## **6. Locations and Context-Specific Conduct**

### **a) Children's Homes**

- Respect the privacy and routines of the home.
- Only enter spaces and interact with children as directed by staff.
- Be aware of and sensitive to the backgrounds and needs of residents.

### **b) Woodland/Outdoor Settings**

- Be prepared for changing weather and terrain.

- 
- Support children's learning while ensuring their safety.
  - Take care with equipment, fire safety, and group supervision.

### **c) School/Community Sites**

- Follow site-specific rules and sign-in procedures.
- Work respectfully with school/community staff.
- Keep discussions and behaviour professional at all times.

## **7. Communication and Confidentiality**

- Keep all information about children confidential.
- Do not share personal opinions or discuss children outside of the team.
- Share any concerns with the session leader — not with parents or carers directly.

## **8. Mobile Phones and Photography**

- Keep mobile phones switched off or on silent during sessions.
- Do not use your phone for personal purposes around children.
- Never take photographs or videos of children unless explicitly authorised and supervised.

## **9. Reliability and Commitment**

- Be punctual and let us know if you are running late or unable to attend.
- Respect the time and planning that goes into each session.
- Maintain open, honest communication with staff and supervisors.

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## 10. Whistleblowing and Reporting Misconduct

- Report any behaviour that concerns you, whether by a child, staff member, or fellow volunteer.
- Concerns should be reported to the WoodlandAnnemal DSL or directly to the Local Authority Designated Officer (LADO).
- You can also use the NSPCC Whistleblowing Helpline: 0800 028 0285.

## 11. Breaches of the Code

Failure to follow this Code of Conduct may result in the termination of your volunteer role. In serious cases, concerns may be escalated to safeguarding authorities.

## 12. Declaration and Agreement

**By signing this Code of Conduct, you agree to follow all expectations set out above and to uphold the values and policies of WoodlandAnnemal.**

**Name:** \_\_\_\_\_

**Role:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_