**** Safeguarding Policy**

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| Name of Policy | Safeguarding Policy |
| Date of last review | September 2024 |
| Date of next review | September 2025 |
| Compiled by | Tracey Dallow Director of Poppyseeds home LTD |

**Safeguarding is defined as:** *protecting children from maltreatment, preventing impairment of children’s health or development, ensuring that children are growing up in circumstances consistent with the provision of safe and effective care and taking action to enable all children to have the best outcomes.* (Working Together to Safeguard Children, DfE, 2018, p6)

 **Introduction:**

At Poppyseeds home LTD we take safeguarding of children very seriously. All our staff and volunteers hold DBS certificates and at least one staff member at each session holds a first aid certificate. Our staff and volunteers are experienced in working with children, and most currently teach in local schools. All our staff and volunteers are trained to treat children, parents, and visitors with respect, and we expect that all children, parents and visitors treat our staff and volunteers with the same level of compassion.

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| **Purpose of a Safeguarding Policy*** To inform staff, parents, and volunteers of their responsibilities for safeguarding children.
* To enable everyone to have a clear understanding of how these responsibilities should be carried out.
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| **Mission Statement*** Establish and maintain an ethos and culture where children feel secure, are encouraged to talk, and are listened and responded to.
* Establish and maintain an ethos and culture where staff and volunteers feel safe, are encouraged to talk, and are listened and responded to.
* Ensure that children, where additional needs are highlighted to staff and volunteers are supported appropriately.
* Always ensure appropriate behaviour when supervising children.
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| **Unaccompanied children’s sessions**All children remain the responsibility of the accompanying adult until your child has been signed in and out of the session by the tutor/Forest School leader. As part of our standard booking process, you will be asked in advance via our booking platform if your child has any medical conditions or special educational needs that we need to be aware of. Depending on the information you supply to us, may result in a phone call to discuss further with you. All disclosures will be treated as confidential and of a sensitive nature and will only be shared with Poppyseeds staff and volunteers at your child’s session. We are an inclusive setting and do not want any child to miss out on any opportunities, so please be transparent with us. |  |

**Photography**

We would like to be able to take photos of the children whilst at our sessions and include them on marketing material, on our social media platforms and on our website. To do this, we must obtain written permission from parents; please fill in your preference on the booking form (workshop and Forest School sessions). Photos will be taken on Tracey Dallow’s phone camara, these will be then uploaded onto a laptop for use on our media platforms. All photos are then deleted from the mobile phone. Poppyseeds home LTD will keep your consent form digitally or in paper form and will only keep this information as long as necessary.

Poppyseeds home LTD reserve the right to update this policy at any time. An updated version will be displayed on our website.

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