# Safeguarding and Protecting Children

**Vision Statement**

**‘Keeping children safe is without doubt our first priority. All the adults that help at Treetops Forest School will make a commitment to keeping children safe. We do this by assessing risk and developing procedures to follow and guard against children being harmed. We keep children safe by teaching them to assess their own risk in order to keep themselves safe in all situations not just at Forest School’.**

 **Designated child Protection person**

Siobhan Bamforth is the designated child protection person and has completed the required 2 day Signs of Safety safeguarding training. Siobhan Bamforth has the responsibility to keep up to date with training and make sure that all volunteers are trained and briefed appropriately, this includes the DBS process. Siobhan has been DBS checked throughout her 18 years + career in education and has an up to date paediatric first aid certificate and anaphylaxis training.

 **Volunteers, students and visitors**

Regular volunteers are all enhanced DBS checked and registered with the update service by Treetops Forest School for holiday clubs before they are able to come into contact with the children. From time to time we may have students or people who would like to join us for a session for the experience. If a DBS is held then it is checked prior to them having contact with the children. This group of people are never left unsupervised with the children.

 **Parents and Carers**

Please make reference to **What is expected of parents?** Parents are required to complete a booking form before their child/children can attend a session. They consent to their child attending the session, their photograph being used in Treetops Forest School social media, website and advertising. They also have to disclose any medical needs, allergies, medicines that they are taking. Parents are required to tell the leader on the day if a child has been unwell or been given any medication. **See administration of medicines policy.** Parents are responsible for dropping children off at designated point and are responsible for them until we leave the meeting point. They are required to state who is collecting their child/children. Parents are required to give a contact phone number in case of an emergency and an email for communication purposes. If parents/carers are unwilling to give this information then their place on the course is suspended and a refund will not be given.

It is our responsibility to identify signs of harm to a child and bring this to the attention of the parent/ guardian unless we feel that this would be detrimental to the safety of the child in which case this information would be forwarded to the local authority children’s services. **See procedure below.**

We believe that early intervention is paramount in these situations and children should be protected from all forms of neglect and abuse. The following will be discussed with parents/carers unless it is felt detrimental to the child and then reported to the Local Authority: Significant changes in behaviour deterioration in health or well-being unexplained bruising, marks or signs of possible physical, sexual, emotional abuse or neglect.



Comments made by children which give cause for concern

Any reason to suspect abuse outside the session Inappropriate behaviour displayed by other adults bullying

racist, disability, homophobic and transphobic abuse

gender based violence Radicalism/extreme behaviour child exploitation/trafficking impact of new technology - no phones allowed expect those carried by adults. Teenage relationship abuse substance abuse domestic violence female genital mutilation forced marriage fabrication of illness poor parenting other issues not listed here but that pose a risk to children, young people and the vulnerable. **Adults including volunteers working within forest school sessions need to appreciate that when children feel comfortable and content, when their instinct to trust and risk take is encouraged, they may be moved to disclose information which they might otherwise keep to themselves. Any volunteer or member of staff who finds that a child is telling them something which concerns them should**:

Listen to the child, allowing them to lead the discussion

Keep calm and offer some reassurance and accept what the child says without challenge



Make NO promises. You cannot ‘keep a secret’. You should make it understood that there are limits to confidentiality at the start of the disclosure

Inform the Forest school leader



Keep an accurate, written record of the conversation including; the date, time, the location and what was said by the child and yourself. Keep it secure and hand the record to the designated member for child protection as soon as possible.

## What to do if you have concern - REPORTING PROCEDURE

All staff and volunteers follow the NYSCB Child Protection Procedures and Practice Guidance [www.safeguardingchildren.co.uk](http://www.safeguardingchildren.co.uk) which are consistent with Keeping Children Safe in Education July 2016; Working Together to Safeguard Children 2015 and What To Do If You Are Worried A Child is Being Abused 2015

It is **not** the responsibility of the leader or volunteers to investigate or determine the truth of any disclosure or allegation of abuse or neglect. All adults, however, have a duty to recognise concerns and maintain an open mind. They must not assume that indicators of possible abuse such as behaviour, mood and injury relate to a child’s disability without further exploration. They must remain alert to the fact that children with SEN and disabilities can be disproportionally impacted by things like bullying- without outwardly showing any signs.

Accordingly all concerns indicating possible abuse or neglect will be recorded and discussed with the DSL prior to any discussion with parents.

 **Responding to Disclosure**

Disclosures or information may be received from children, parents or other members of the public. Treetops Forest School recognises that those who disclose such information may do so with difficulty, having chosen carefully to whom they will speak. Accordingly all adults will handle disclosures with sensitivity.

Such information cannot remain confidential and adults will immediately communicate what they have been told to the DSL and make a contemporaneous record. If in doubt about recording requirements adults should discuss with the DSL  **Principles**

Adults will **not** investigate but will, wherever possible, elicit enough information to pass on to the DSL in order that s/he can make an informed decision of what to do next.

Adults will:

* listen to and take seriously any disclosure or information that a child may be at risk of harm
* try to ensure that the person disclosing does not have to speak to another member of school staff
* clarify the information
* try to keep questions to a minimum and of an ‘open’ nature e.g. ‘Can you tell me what happened ?’ rather than ‘Did x hit you?’
* not ask leading questions
* try not to show signs of shock, horror or surprise
* not express feelings or judgements regarding any person alleged to have harmed the child
* explain sensitively to the person that they have a responsibility to refer the information to the senior designated person
* reassure and support the person as far as possible
* explain that only those who ‘need to know’ will be told
* explain what will happen next and that the person will be involved as appropriate and be informed of what action is to be taken

### Action by the DSL (or Deputy DSL in their absence)

The following actions will be taken where there are concerns about significant harm to **any child,** **including where there is already an open case to Children’s Social Care**, (e.g. Looked after Child)

Following any information raising concern, the DSL will consider:

* any urgent medical needs of the child
* whether to make an enquiry to the Customer Contact Centre 01609 **780780** to establish if the child is or has been subject of a Child Protection Plan.
* discussing the matter with other agencies involved with the family
* consulting with appropriate persons e.g. Prevention Service, Children’s Social Care ref. Appendix C
* the child‘s wishes and any fears or concerns they may have

Then decide:

* wherever possible, to talk to parents, unless to do so may place a child at risk of significant harm, impede any police investigation and/or place the member of staff or others at risk
* whether to make a referral to Children and Families’ Service because a child is suffering or is likely to suffer significant harm and if this needs to be undertaken immediately

**OR**

* not to make a referral at this stage
* if further monitoring is necessary
* if it would be appropriate to undertake an assessment (e.g. CAF) and/or make a referral for other services

All information and actions taken, including the reasons for any decisions made, will be fully documented. All referrals to Children and Families’ Service will be accompanied by a standard referral form [http:// www.safeguardingchildren.co.uk/worried-about-child](http://www.safeguardingchildren.co.uk/worried-about-child)

### Action following a child protection referral

It is the responsibility of all staff to safeguard children. It is the role of the DSL (or appropriately trained Deputy DSL.) to attend multi-agency meetings and provide reports for these. Other adults at Treetops Forest School, however, may be asked to contribute.

**The DSL will:**

* make regular contact with Children’s Social Care
* contribute to the Strategy Discussion and all assessments
* provide a report for, attend and contribute to any subsequent Child Protection Conference
* if the child has a Child Protection Plan, contribute to the Child Protection Plan and attend Core Group Meetings and Review Child Protection Conferences
* where possible, share all reports with parents prior to meetings
* where in disagreement with a decision made e.g. not to apply Child Protection Procedures or not to convene a Child Protection Conference, follow the NYSCB procedures [http://](http://www.safeguardingchildren.co.uk/professionals/professional-resolutions)

[www.safeguardingchildren.co.uk/professionals/professional-resolutions](http://www.safeguardingchildren.co.uk/professionals/professional-resolutions)

* where there is significant information in respect of a child subject to a Child Protection Plan, **immediately** inform the key worker or their manager in Children’s Social Care e.g. any significant changes or concerns, departures from the CP plan, child moves/goes missing/is removed from school or fails to attend school

 **Allegations made against adult helpers**

Report to DSO. Record will be made of the following: Childs full name and address date and time of incident date and time incident recorded factual details of previous concerns



details of conversations with parents/carers

Any action taken

 **Mobile phones and cameras**

All adults should carry mobile phones for emergency contact. The leader must have and give a list all the numbers of the adults at the session. Phones should only be visible if making an emergency call or a call from a parent/carer or taking photographs as per consent of the children. **Only children who have consent can be videoed or photographed.**

 **Prevent Duty**

It is our duty to potent young people from being drawn into extremism. It is important that we talk about these issues so that children understand terrorist acts. Report all suspicions of extreme view as per Prevent training.

 **British Values**

We teach children to respect each other and celebrate diversity of our culture.

 **Lost Child - see Forest School handbook major incidents procedure and risk assessments.**

 **Administration of medicines and illness**

Parents/ Carers should inform the leader if a child has been administered medicines prior to the session. **Adults are not able to administer medicines on site. Only in exceptional circumstances will the leader do this after parents have completed an administration of medicines form and the leader has checked the prescription.**  Children should be well enough to attend the session and all activities. This is a decision that is made by the parents at the start of the session. However, if the leader feels that a child is not well enough or health deteriorates during a session they reserve the right to ask the parent/carer to collect the child from the session. **If a child has vomiting they should be 48 hours clear of any further sickness before coming to a session.**  Anaphylaxis medication and asthma inhalers should be brought by the child and carried by the leader.

 **Toilet**

When learning in the woods, the children should use the camping portaloos onsite or wild wees.

The child should be able to be independent using the toilet facilities and not require adult help.

If this is not possible then a toilet care plan should be verbally discussed with the parent prior to the session.. During the holiday club, at the Bishop Wood site we will operate a peg system. The children will need to ask the designated adult for a peg to visit the toilet. Children are only allowed to visit the toilet on their own. The peg will be returned before another child it allowed to go. The toilet will be placed in the base camp in view of staff members. Toilets will be checked, cleaned and emptied regularly by staff.

**DBS Checking**

They must complete a DBS form and submit 2 forms of Identification plus the originals



They must be registered with the update service so that the leader can check their DBS status at anytime.

Treetops Forest School will pay for the above



Treetops Forest School reserve the right to refuse a volunteer

DBS checks are done for Treetops Forest School under the umbrella company of Adventure Plus DBS, Training and

Volunteers [www.adventureplus.org.uk](http://www.adventureplus.org.uk)

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| **C.** | **Contacts for North Yorkshire** |

**PREVENTION SERVICE**

Advice and Supportfrom Area Prevention Managers

**West**

|  |  |  |  |
| --- | --- | --- | --- |
| Craven |  |  | Caroline Porter 01609 532412 |
| Ripon & Rural Harrogate  532323 |  |  | Jon Coates 0 1 6 0 9 |
| Harrogate Town & Knaresborough **Central** |  |  | Rachel Yeadon 01609 533446 |
| Richmondshire |  |  | Vanessa Handley 0 1 6 0 9 |

|  |
| --- |
| 535682 |
| Hambleton |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 536468 |  |  |  |  |  |  |  |  |  |
| Selby Town  532385 |  |  |  | Pat Scully | 0 | 1 | 6 | 0 | 9 |
| Rural Selby  534022 |  |  |  | David Fincham | 0 | 1 | 6 | 0 | 9 |

Sharon Britton 01609

**East**

Whitby & The Moors Diane Leith 01609 532479 Ryedale Simon Osman 0 1 6 0 9 798167

Scarborough Town Liz White 01609 533139

Scarborough South & Filey Simone Wilkinson 01609 532927 **Advice and Referral**

**CHILDREN AND FAMILIES’ SERVICE**

Customer Contact Centre01609 780780

**For advice please ask to speak to a social worker in the MAST**

Children&families@northyorks.gov.uk

Emergency Duty Team 01609 780780

**NORTH YORKSHIRE POLICE** 101

(Ask for the Serious Crime Team in your area)

### Safeguarding Unit

Designated Officers for Managing Allegations (LADOs)

|  |  |
| --- | --- |
| **Duty LADO (consultations, new referrals and urgent matters)** | |
| **01609 532477** |  |

**Susan Crawford** 01609 532152 07813 005161 **Karen Lewis** 01609 534200 07715 540711

**Dave Peat** 01609 535646 07814 533363

**Julie Kaye** 01609 532508 07814 533363

**Andy Kenyon** 01609 534215 07973792398

**Manager**

**Heather Pearson** 01609 532301 07715540741

**Business Support** includingCME Coordinator (Children Missing Education)

Safeguardingunit@northyorks.gov.uk 01609 532477

**NYCC HUMAN RESOURCES**

schoolshradvisory@northyorks.gov.uk 01609 798343

**Contact numbers for referral to Children’s Social Care in neighbouring Local Authorities:**

Redcar & Cleveland 01642 771 500

Stockton on Tees 01642 527 764

Darlington 01325 346 200 Middlesbrough 01642 726 004

Durham 03000 267 979

Cumbria 0333 240 1727 Lancashire 0300 123 6720

Bradford 01274 437 500

Leeds 0113 376 0336

East Yorkshire 01482 395 500

Wakefield 03458 503 503

Doncaster 01302 736 000 York 01904 551 900

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