



# **Woodland Pathways**

## **Safeguarding & Child Protection Policy**

**Date created or revised: 0925**

**Date of next review: 0926**

## 1. Policy Statement

Woodland Pathways is fully committed to safeguarding and promoting the welfare of all children and young people.

We recognise our duty to:

- Protect children from harm, abuse and neglect
- Prevent impairment of health or development
- Ensure children grow up in safe and effective care
- Enable all children to achieve the best outcomes

Safeguarding is **everyone's responsibility**, and all staff maintain a culture of vigilance where: *"It could happen here"*

## 2. Scope

This policy applies to:

- All children and young people attending Woodland Pathways
- All staff, volunteers, contractors and visitors
- All learning environments (including off-site and outdoor provision)

## 3. Legislative Framework

This policy complies with:

- **Keeping Children Safe in Education (KCSIE 2025)**
- **Working Together to Safeguard Children (2023)**
- **Children Act 1989 & 2004**
- **Norfolk Safeguarding Children Partnership (NSCP) procedures**
- **Prevent Duty Guidance**
- **Data Protection Act 2018 / UK GDPR**

## 4. Safeguarding Principles

Woodland Pathways operates with:

- A child-centred approach
- A trauma-informed ethos
- Recognition that behaviour is communication

We ensure:

- Children feel safe, listened to and respected
- Concerns are taken seriously
- No child is ever made to feel they are a problem

## **5. Roles and Responsibilities**

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

The DSL is responsible for:

- Managing safeguarding concerns and referrals
- Liaising with:
  - Children's Services
  - Police
  - Commissioners
- Maintaining safeguarding records
- Informing commissioners **without delay**

### **5.2 All Staff**

All staff must:

- Read and understand this policy and KCSIE
- Complete safeguarding training
- Recognise signs of abuse
- Report concerns immediately
- Maintain professional boundaries

## **6. Training and Induction**

- All staff receive safeguarding training at induction
- Annual safeguarding updates are mandatory
- DSL receives advanced training
- Staff read **KCSIE Part One annually and sign to confirm understanding**

## 7. Working with Commissioners

Woodland Pathways will:

- Maintain direct communication with:
  - Home school DSL
  - Local Authority / Virtual School
- Inform commissioners **immediately** of safeguarding concerns
- Agree:
  - Communication protocols
  - Risk assessments
  - Emergency contacts

## 8. Procedures for Managing Concerns

### 8.1 Reporting Concerns

All concerns must be:

- Reported **immediately** to the DSL
- Recorded in writing with:
  - Date/time
  - Full details
  - Actions taken

Staff **must not investigate**

### 8.2 Immediate Risk

If a child is at risk of immediate harm:

- Contact **Children's Advice and Duty Service (CADS)**
- Call **999** if emergency

### 8.3 Norfolk-Specific Process

Before contacting CADS, staff should:

- Gather full child/family details
- Consider consent (unless unsafe)
- Follow Norfolk Continuum of Needs

CADS Contact:  
☎ 0344 800 8021

## 8.4 Information Sharing

- Shared on a **need-to-know basis**
- Must prioritise child safety over confidentiality

## 9. Responding to a Disclosure

Staff must:

- Listen calmly
- Reassure the child
- Not promise confidentiality
- Record accurately (child's words)
- Report immediately

## 10. Record Keeping

Woodland Pathways maintains:

- Secure safeguarding files
- Chronologies of concerns
- Records of:
  - Actions
  - Referrals
  - Outcomes

Files are:

- Confidential
- GDPR compliant
- Transferred securely when placements end

## 11. Specific Safeguarding Issues

Staff are trained to recognise:

### **11.1 Abuse Types**

- Physical
- Emotional
- Sexual
- Neglect

### **11.2 Contextual Safeguarding**

- Risks outside home (peers, community, online)

### **11.3 Exploitation**

- Child Criminal Exploitation (CCE)
- Child Sexual Exploitation (CSE)
- County Lines

### **11.4 Online Safety**

- Grooming
- Cyberbullying
- Image sharing

### **11.5 Radicalisation (Prevent Duty)**

### **11.6 Child-on-Child Abuse**

- Sexual harassment
- Violence
- Bullying

### **11.7 Mental Health**

- Recognised as both:
  - A need
  - A safeguarding indicator

### **11.8 Domestic Abuse**

### **11.9 Missing Children**

### **11.10 SEND Vulnerability**

Children with SEND are at **increased risk**

## **12. Safer Recruitment**

Woodland Pathways follows:

- **KCSIE Part 3**
- Enhanced DBS checks
- Reference checks
- Identity verification

See Safer Recruitment Policy

### **13. Safer Working Practice**

Staff must:

- Maintain professional boundaries
- Avoid unsupervised situations where possible
- Follow risk assessments

## **14. Managing Allegations Against Staff**

### **14.1 High-Level Allegations**

If an adult:

- Harmed a child
- May pose a risk

Must be reported to **LADO within 1 working day**

No internal investigation before advice.

### **14.2 Low-Level Concerns**

Examples:

- Over-familiarity
- Favouritism
- Boundary issues


All concerns are:

- Recorded
- Reviewed for patterns

## **15. Whistleblowing**

Staff can raise concerns:

- Internally
- Via NSPCC helpline

 0800 028 0285

## **16. Use of External Agencies**

Woodland Pathways works with:

- Children's Services
- Police
- Schools
- Health professionals

## **17. Child Protection Conferences**

- Staff may attend meetings
- Reports prepared in advance
- Information shared appropriately

## **18. Online Safety**

Woodland Pathways ensures:

- Filtering and monitoring systems
- Staff training
- Risk assessments

## **19. Monitoring and Review**

This policy is:

- Reviewed annually
- Updated following:
  - Legislative changes
  - Safeguarding incidents

## **20. Key Contacts**

- Lead DSL : Tom Underwood

- Deputy DSLs: Andy Ralls & Emma Hatfield

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