



## Safeguarding Policy

### Keeping Children and Young People Safe is a priority for Evesham Adventure Playground.

The charity will work with children, parents and the carers and staff to ensure the rights and safety of children and to give them the very best start in life. This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004, the Education Act 2002, the Childcare Act 2006, and in line with 'Working Together to Safeguard Children' 2018 (updated 2020), "Keeping Children Safe in Education" Sept 2021 and the recommendations of Worcestershire Safeguarding Children's Partnership.

<b>Designated Safeguarding Lead (DSL)</b>	<b>Dave Boucker</b>
<b>Deputy Designated Safeguarding Lead (Deputy DSL)</b>	<b>Jason Cooper</b>
<b>Registered Provider:</b>	<b>OFSTED</b>
<b>Committee/board safeguarding lead</b>	<b>Kath Jones</b>
<b>Last reviewed on</b> <b>Sept 2021</b>	<b>Next review date</b> <b>June 2022</b>

The policy is driven by 4 key commitments:

#### Key commitment 1

- **Managing a safe working practice**

#### Key commitment 2

- **Safer staff and volunteers –recruitment, training, continuous development and supervision.**

#### Key commitment 3

- **Reporting concerns and allegations**

#### Key commitment 4

- **Providing safe activities- Trips, events and residential**



## Key commitment 1

- **Managing a safe working practice**

*The charity is committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas of its service delivery.*

*Related policies: Health and Safety Policy, GDPR & Data Protection Policy, Open Access Policy, Play Policy*

We have a clear and accountable leadership and management of the safeguarding process including owned and reviewed policies and procedures that allow staff and volunteers to operate safely.

- There is a clear relationship with the local LSCB in line with the government publications The Teachers' Standards 2012; "Working Together to Safeguard Children" 2018 and "Keeping Children Safe in Education" 2019.
- There is a procedure in place on how parents/carer details are recorded and kept. The record state whether a child or young person is subject to any particular care arrangements or court orders and give guidance on how staff should deal with any conflicts between parents/carers concerning the participation of a child or young person in the activities of the organisation
- There is clear reference within the policy and procedures for gaining parental/career consent.
- There are clear structures for reporting and giving/receiving advice on child protection within the organisation as well as externally to local LSCB, Children's Services and LADO.
- When working in partnership, there is a clear line of communication that supports child protection procedures which may include additional risk assessing, collection of data, agreed lines of referral and specialist training.
- There is a formal induction or introduction to the codes of conduct and policies and procedures for keeping young people safe, which clearly identifies who they should report any concerns to or seek advice from.
- There is a clear organisation wide strategy that demonstrates how young people are involved in safeguarding
- Effective monitoring and evaluation occurs to ensure procedures are known and understood by all staff and volunteers.
- There is a clear e-safety policy giving the organisations role and responsibility in ensuring children and young people are as free from potential risk as possible –the policy gives guidance on content, commerce, contact and culture.
- All paid and unpaid staff are given an agreed level of group or individual supervision appropriate to their role. Supervision takes place every 6 weeks.



## Key commitment 2

- **Safer staff and volunteers –recruitment, training, continuous development and supervision.**

*To minimise risks and to ensure the safety of children and young people, the Adventure Playground has current safe recruitment, training and retention arrangements and a written safeguarding policy and procedures.*

*Related policies: Student Placement Policy, GDPR, Code of Conduct*

- All paid staff and volunteers complete an application form, which includes address details, evidence of relevant qualifications, experience and a declaration of all criminal convictions as appropriate to current legislation
- All new staff and volunteers are asked to provide two pieces of identification: at least one of which must show their current address, at least one must confirm their date of birth, at least one must be photographic evidence
- A minimum of two references are taken up before the post is confirmed or offered conditionally subject to DBS disclosures-one of which should be from the last employer or an organisation that has knowledge of the applicants work with children and young people. If the applicant has not worked with children or young people before, they should confirm this and give an alternative referee.
- All interviews being held are carried out by at least two interviewers and involve where possible children, young people or users of the service
- Subject to their roles, disclosure checks must be received and acknowledged by a manager before they have any direct or unsupervised contact with the service users.
- A thorough and effective induction programme is in place for all paid staff and volunteers which communicates information on the Adventure Playground relevant policies and procedures including those relating to safeguarding children and young people
- All staff and volunteers are provided with a clear job or role description which details their roles and responsibilities in terms of safeguarding.
- All staff and volunteers complete a probationary period (usually 3-6 months) from their start date, with mid and end term reviews. Reviews will have a positive outcome before appointments are confirmed and where appropriate an annual development review is available.
- Designated safeguarding lead and senior management safeguarding officer receive appropriate update training and access to CPD in order to ensure good practice and the continual reviewing of procedures.
- All paid and unpaid staff are given an agreed level of group or individual supervision appropriate to their role. Supervision takes place every 6 months.
- There is a clear understanding of the legal duty to make a safeguarding referral to the Disclosure and Barring Service if a worker or volunteer has been dismissed or removed from work due to harm or risk of harm to a child or vulnerable adult.
- Where appropriate those working with children young people and vulnerable adults will undertake safeguarding training in line with statutory and organisational guidance.



### Key commitment 3

- **Reporting concerns and allegations**

*Real or perceived safeguarding incidents are acted upon, resolved recorded and reported in a timely and appropriate manner.*

*Related policies: confidentiality policy, GDPR, information sharing policy, whistleblowing policy, complaints policy*

- There is a clear leadership and management accountability so as to protect and support both the staff and volunteers and the children and young people throughout the process of managing allegations
- Children and young people have clear access to advice support and guidance around expected behaviour (code of conduct) as well as for reporting concerns or suspicions and making allegations.
- Clear policies and procedures for information sharing are in place when reporting concerns, welfare concerns, suspicions and allegations to a designated safeguarding officer in line with advice in “Working Together to Safeguard Children” 2018 and “Keeping Children Safe in Education” 2019. This includes how and when the information should be reported and to whom.
- There is one named designated safeguarding lead who is clearly accessible to all staff, volunteers and children and young people, and a senior management safeguarding officer elected from the management committee.
- The designated safeguarding lead receives direction from senior management safeguarding officer and their role is clear within their job description.
- The designated safeguarding lead and senior management safeguarding officer have joint responsibility for disseminating and implementing child protection and safeguarding procedures
- Clear policies and procedures, including support systems are in place and clearly communicated at induction and/or training to enable paid staff, volunteers and children and young people to report, in confidence, any suspicions concerning the conduct of others or the organisation itself.



#### Key commitment 4

- **Providing safe activities- Trips, events and residential**

*All activities provided will operate within an environment that supports a culture of safety, whilst, at the same time, encouraging children and young people to develop and grow.*

*Related policies: Environmental policy, Open Access Policy, Transport policy, Health and Safety Policy, Suspension and Exclusion Policy*

- The environment and activity taking place are risk assessed and risk managed, regardless of whether the activity takes place on site or off.
- When planning external trips and activities, the appropriate licences and accreditations are checked and own risk assessment are carried out.
- Appropriate employers liability, private and public including any additional cover is taken out to ensure all people taking part are suitably covers
- The activities are planned and are age appropriate, and adequately supervised, taking into account staff ratio's, individual needs of children and young people, and number of appropriately qualified staff required.
- Adequate and appropriate first aid provision is provided for children and young people and staff
- When undertaking planned trips and activities, parents and carers are informed of potential risks and contact and consent details are taken.