Safeguarding and Child Protection Policy

Purpose and Aims

The purpose of The Woodland Works safeguarding and child protection policy is to provide a secure framework for the workforce in safeguarding and promoting the welfare of those children/young people and adults who attend our setting. The policy aims to ensure that:

- All our children, young people and vulnerable adults are safe and protected from harm.
- Other elements of provision and policies are in place to enable children to feel safe and adopt safe practices
- Staff, children, visitors, volunteers and parents are aware of the expected behaviours and the settings legal responsibilities in relation to the safeguarding and promoting the welfare of all of our children, young people and vulnerable adults.

Ethos

'Every child deserves the best possible start in life and the support that enables them to fulfil their potential. A secure, safe and happy childhood is important in its own right.' Statutory Framework for the Early Years Foundation Stage (EYFS). Safeguarding in The Woodland Works is considered everyone's responsibility, and our setting aims to create the safest environment within which every child has the opportunity to achieve their full potential. The Woodland Works recognises the contribution it can make in ensuring that all children registered or who use our setting feel that they will be listened to and appropriate action taken. We will do this by working in partnership with other agencies and seeking to establish effective working relationships with parents, carers and other colleagues to develop and provide activities and opportunities that will help to equip our children with the skills they need. This will include materials and learning experiences that will encourage our children to develop essential life skills and protective behaviours.

This policy has been developed in accordance with the principles established by the Children's Act 1989 and in line with the following:

Wales Safeguarding Procedures

- https://www.gov.wales/safeguarding-guidance

Social Services and Well-being Act Wales 2014

- https://www.legislation.gov.uk/anaw/2014/4/contents

Working Together to Safeguard Children

- https://www.gov.wales/working-together-safeguard-people-code-safeguarding-practice

What to do if you are worried a Child is being Abused

- https://assets.publishing.service.gov.uk/media/5a80597640f0b62302692fa1/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf
- https://safeguarding.wales/en/chi-i/chi-i-c2/c2-p17/

Keeping Children Safe in Education

- https://assets.publishing.service.gov.uk/media/68add931969253904d155860/Keeping_children_safe_in_education_from_1_September_2025.pdf

Prevent Duty England and Wales

- https://www.gov.uk/government/publications/prevent-duty-guidance

Information Sharing; Advice for practitioners providing safeguarding services to children, young people, parents and carers

- https://assets.publishing.service.gov.uk/media/66320b06c084007696fca731/Info_sharing_advice_content_May_2024.pdf

Responsibilities and expectations

The management, staff and volunteers take seriously its responsibility under section 11 of the Children Act and duties under "working together" to safeguard and promote the welfare of children; to work together with other agencies to ensure adequate arrangements exist within our setting to identify and support those children who are suffering harm or are likely to suffer significant harm. We recognise that all staff and management have a full and active part to play in protecting our children from harm, and that the child's welfare is our paramount concern.

The Woodland Works management and staff should also ensure the following: -

- That the safeguarding and child protection policy is made available to parents and carers.
- That all staff and volunteers are properly checked to make sure they are safe to work with the children who attend our setting, following Safer Recruitment guidelines (KCSiE 2018 Part 3)
- That all staff and volunteers read Keeping Children Safe in Education 2018 Part 1 and Annex A and sign to confirm that they have read and understood the documents. https://www.icmec.org/wp-content/uploads/2018/09/Keeping_Children_Safe_in_Education_Sept_2018.pdf
- That staff/volunteer induction will involve the assessment of relevant skills and qualifications to ensure that all Forest School Leaders/assistants/volunteers are appropriately trained to assist in the sessions. Those developing new skills or undergoing training will be monitored by qualified and experienced leaders. New staff/volunteers will also be provided with a staff code of conduct to ensure that they are aware of expectations and requirements of staff working with children and vulnerable adults at The Woodland Works.
- That the setting has procedures for handling allegations of abuse made against members of staff (including the Forest School Leader/Manager) or volunteers.
- The safe and appropriate use of cameras, mobile devices (e.g. smart watches) phones, technology and on-line equipment within the setting. (please refer to use of mobile phones and photography policy)
- The Counter Terrorism and Security Act 2015 which places a duty on early years and childcare providers "to have due regard to the need to prevent people from being drawn into terrorism" (The Prevent Duty) is implemented.
- A Safeguarding Designated Lead (SDL) is appointed who has lead responsibility for dealing with all safeguarding issues in our setting.
- The Safeguarding Designated Lead is Mr Tim (lobby) Bailey. If they are not available, then contact the Deputy Safeguarding Designated Lead: Mrs Georgie Bailey. (This/these person/s can also be contacted with any safeguarding concerns).
- Our procedures will be annually reviewed and updated.

The responsibilities for the Safeguarding Designated Lead (SDL) are: -

- to ensure that all safeguarding issues raised in setting are effectively responded to, recorded and referred to the appropriate agency. Child Protection records will be kept until the child is aged 21years.
- All adults, (including volunteers) new to our setting will be made aware of this policy and the procedures for child protection, the name and contact details of the Safeguarding Designated Lead and have these explained, as part of their induction into the setting.

- Be responsible for arranging the settings safeguarding training for all staff and volunteers who work with the children and young people. The SDL must ensure that the safeguarding training takes place at least every three years for all; which they can deliver in-house provided they are linked into the support and quality assurance process offered by the Local Authority and the Local Safeguarding Children's Board.
- To attend or ensure that a senior member of staff who has the relevant training and access to appropriate supervision, attends where appropriate, all child protection case conferences, reviews, core groups or meetings where it concerns a child in our care and to contribute to multi-agency discussions to safeguard and promote the child's welfare.
- For ensuring the acceptable, safe use and storage of all camera technology, images, and mobile phones through the implementation, monitoring and reviewing of the appropriate policies and procedures. This includes the Use of mobile phones and photography policy.

All Child Protection concerns need to be acted on immediately. If you are concerned that a child may be at risk or is actually suffering abuse, you must tell the Safeguarding Designated Lead. All Adults, including the SDL, have a duty to refer all known or suspected cases of abuse to the relevant agency including MASH (Multi Agency Safeguarding Hub), Children and Young Peoples Service (CYPS) – Social Care, or the Police. Where a disclosure is made to a visiting staff member from a different agency, e.g. Early Years Consultants, Health Visitors, it is the responsibility of that agency staff to formally report the referral to the Setting's Safeguarding Designated Lead in the first instance and to follow their organisations procedures. Any records made should be kept securely on the Child's Protection file. Parents should be aware and can access this record unless to do so would increase the risk to the child or impede a potential investigation.

Recognising concerns, signs and indicators of abuse

Safeguarding is not just about protecting children from deliberate harm. For our setting it includes such things as child safety, bullying, racist abuse and harassment, visits, intimate care and internet safety etc. However, it must be acknowledged that technology itself will not present the greatest risk, but the behaviours of individuals using such equipment will. The witnessing of abuse can have a damaging effect on those who are party to it, as well as the child/adult subjected to the actual abuse, and in itself will have a significant impact on the health and emotional well-being of the child. The table below outlines the four main categories of abuse as defined by the Department of Health 'Working Together to Safeguard Children' document 2010. Staff should be aware that the possible indicators are not definitive and that some children may present these behaviours for reasons other than abuse. However, it is important to know the indicators of abuse and to be alert to the need to consult further.

Type of Abuse	Possible Indicators
Neglect The persistent failure to meet a child's basic physical And psychological needs, likely to result in the serious Impairments of thechild's health or development. Once a child is born, neglect mayinvolve a parent or Carer failing to provide food, clothing, shelter, protect A child from physical and emotional harm or danger.	Signs of lack of care include: Problems with personal hygiene Constant hunger, inadequate Clothing, Untreated medical problems Compulsive stealing, rocking, hair twisting, running away low self-esteem.
Physical Abuse May involve the child being hit, shaken, thrown, burnt, Poisoned, anything that causes a child. physical harm. The parent/carer may fabricate symptoms of or induces Illness in the child.	A child has regular injuries, there seems to be patterns to the injuries or the explanation doesn't match up with the injuries. Such as regular bruising, broken or fractured bones, burns or scalds, bite marks. Being extremely sleepy, vomiting
Sexual Abuse Forcing or enticing a child to take part in sexual activities, not necessarily involving high levels of violence, whether or not the child is aware of whatis happening. The activities may involve physical contact, penetrative or non- penetrative acts and also includes involving children in watching pornographic material or sexual acts.	Sudden changes in behaviour, displays of affection of a sexual nature and inappropriate. Tendency to cling or need constant reassurance, crying. Regression to younger behaviour: thumb sucking, acting like a baby. Unexplained gifts or money Depression, withdrawal. Wetting / soiling day or night,
Emotional Abuse It is the continual emotional mistreatment of a child, continually scaring them, humiliating, critising, ignoring, isolating them, shouting and calling them names, parent being absent, manipulating them, never saying anything kind	There are no obvious signs for Emotional abuse and there can often be other abuse running alongside. The child will lack self-assurance, struggle to control their emotions. Have difficulty maintain friendships. May act in a way that's inappropriate for their age.

Specific Safeguarding Issues

All staff should have an awareness of safeguarding issues that can put children at risk of harm. Behaviours linked to issues such as drug taking, alcohol abuse, deliberately missing education and sexting (also known as youth produced sexual imagery) put children in danger. All staff should be aware that safeguarding issues can manifest themselves via peer on peer abuse. This is most likely to include, but may not be limited to:

- bullying (including cyberbullying)
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm

- sexual violence and sexual harassment
- sexting (also known as youth produced sexual imagery)
- initiation/hazing type violence and rituals.

Safeguarding incidents and/or behaviours can be associated with factors outside the setting. All staff, but especially the designated safeguarding lead (and deputies) should be considering the context within which such incidents and/or behaviours occur. This is known as contextual safeguarding, which simply means assessments of children should consider whether wider environmental factors are present in a child's life that are a threat to their safety and/or welfare. Children's social care assessments should consider such factors, so it is important that settings provide as much information as possible as part of the referral process. This will allow any assessment to consider all the available evidence and the full context of any abuse. Additional information regarding contextual safeguarding is available here:

https://www.cardiff.ac.uk/documents/2821101-complex-safeguarding-wales-practitioner-toolkit

Female Genital Mutilation (FGM)

At The Woodland Works we believe that all of our clients should be kept safe from harm. Female Genital Mutilation affects girls particularly from north African countries, including Egypt, Sudan, Somalia and Sierra Leone. Although our setting has no/few children from these backgrounds and consider girls in our school safe from FGM, we will continue to review our policy annually. It is illegal in the United Kingdom to allow girls to undergo female genital mutilation either in this country or abroad. People guilty of allowing FGM to take place are punished by fines and up to fourteen years in prison. At The Woodland Works we have a duty to report concerns we have about girls at risk of FGM to the police and social services.

Prevent

- The Counter Terrorism & Security Act 2015 The Act places a Prevent duty on settings to have "due regard to the need to prevent people from being drawn into terrorism". Settings subject to the Prevent Duty will be expected to demonstrate activity in the following areas
- Assessing the risk of children being drawn into terrorism
- Demonstrate that they are protecting children and young people from being drawn into terrorism by having robust safeguarding policies.
- Ensure that their safeguarding arrangements take into account the policies and procedures of the Local Safeguarding Children Board, Carmarthenshire County Council.
- Make sure that staff have training that gives them the knowledge and confidence to identify children at risk of being drawn into terrorism, and to challenge extremist ideas which can be used to legitimise terrorism.
- Expected to ensure children are safe from terrorist and extremist material when accessing the internet in the setting.

What to do if you are concerned

If a child presents with the possible indicators of abuse, such as arriving with existing injuries, you should write your observations, date and time, then share with the DSL who will record the concern and take necessary actions.

- Gather further information - signs, indicators
- Analyse and make sense of the information, with professional advice and guidance if required
- Make professional judgment and evidence based decision
- Contact the Central Referral Team if necessary

If a child makes a disclosure or allegation of abuse against an adult or other child or young person, it is important that you:

- Stay calm and listen. Do not interrupt, do not react with shock or judgement, do not promise to keep what is said a secret. If the child has not yet started to disclose but the adult senses they want to, find a quiet but visible place to sit together.
- Use TED prompts only (Tell me, Explain to me, Describe to me) – never leading questions. Ask only what is necessary to understand whether the child is in immediate danger and to be able to record what they have said.
- Reassure the child that they have done the right thing in telling, explain that you will need to share what they have said with the person who can help keep them safe, and explain who that person is (the DSL).
- As soon as possible after the conversation – and on the same day – make a written record using the child's own words wherever possible. Do not paraphrase or interpret. Record date, time, place, who was present, what the child said and what was said back. Sign and date the record.
- Pass the record to the DSL immediately. If the DSL is the subject of the concern, pass it to the deputy DSL or directly to the Carmarthenshire local authority.
- Do not discuss the disclosure with any other staff, volunteers or parents (including the child's own parents if there is any reason to think they may be implicated).
- The DSL will, without delay, contact the local authorities, and follow their guidance. If a child is in immediate danger, the police will be called on 999.
- All records relating to a safeguarding concern are kept in a separate, locked location an shared only with those who need to know basis.
- If you are concerned that a member of staff or adult in a position of trust poses a danger to a child or young person you should report your concerns to the Safeguarding Designated Lead. Where those concerns relate to the Safeguarding Designated Lead however, this should be reported to the Deputy, if they are a concern as well. Follow the guidance and inform the Local Authority.

Managing Allegations

We are aware of the possibility of allegations being made against members of staff or volunteers that are working or may come into contact with children and young people whilst in our setting. Allegations will usually be that some kind of abuse has taken place. This could include inappropriate behaviour displayed by members of staff or other persons working with the children such as inappropriate sexual comments, excessive one to one attention beyond the requirements their role and responsibilities, inappropriate sharing of images. They can be made by children and young people or other concerned adults.

Allegations are made for a variety of reasons:

- Abuse has actually taken place.
- Something has happened to the child that reminds them of a past event – the child is unable to recognise that the situation and people are different; Children can misinterpret your language or your actions.
- Some children recognise that allegations can be powerful and if they are angry with you about something they can make an allegation as a way of hitting out.
- An allegation can be a way of seeking attention

If an allegation is made against an adult in a position of trust whether they be members of staff or volunteers this should be brought to the immediate attention of the DSL. In the case of the allegation being made against the DSL this will be brought to the immediate attention of the Deputy DSL. The DSL /Deputy DSL will need to discuss with the Local Authority Designated Officer (LADO) the nature of the allegations made against the adult, in order for the appropriate action to be taken. This may constitute an initial evaluation meeting or strategy discussion depending on the allegation being made.

- Refer to the Local Authority Designated Officer (LADO) immediately and follow up in writing within 48 hours.
- Consider safeguarding arrangements of the child or young person to ensure they are away from the alleged abuser.
- Contact the parents or carers of the child/young person if advised to do so by the LADO.
- Consider the rights of the staff member for a fair and equal process of investigation.
- Ensure that the appropriate disciplinary procedures are followed including whether suspending a member of staff from work until the outcome of any investigation if this is deemed necessary.
- Act on any decision made in any strategy meeting.
- Advise the Disclosure and Barring Service where a member of staff has been disciplined or dismissed as a result of the allegations being founded.

In all cases CIW will be notified when there has been a safeguarding concern.

Confidentiality

We recognise that all matters relating to child protection are confidential.
The DSL will disclose personal information about a child or young person to other members of staff on a need to know basis only.
However, all staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.
All staff must be aware that they cannot promise a child to keep secrets which might compromise the child's safety or well-being or that of another.
We will always undertake to share our intention to refer a child to MASH (multi agency safeguarding hub) Social Care with their parents /carers consent unless to do so could put the child at greater risk of harm, or impede a criminal investigation. If in doubt, we will consult with the EYCS Safeguarding Team or MASH Consultation Line on this point.
We will take no names consultations with our MASH team to discuss concerns we may have, but we understand that if they then ask for a name, we will disclose those details, and it will become an enquiry.

Training

All staff and volunteers working with children, young people and vulnerable adults are required to undergo a series of checks through our safer recruitment policy to ensure that they are suitably experienced and qualified and are not considered to be a risk to the children, young people or adults in our care. All members of staff and volunteers working with children and vulnerable adults will have access to safeguarding training at least every three years as well as regular safeguarding updates from the DSL. We will also, as part of our induction, issue information in relation to our Safeguarding policy and any policy related to safeguarding and promoting our children/vulnerable adults' welfare to all newly appointed staff and volunteers. Our Safeguarding Designated Lead will undertake regular updates on safeguarding (at least annually) and further safeguarding training including Group 3 DSCB multi-agency Safeguarding course or Group 3 Refresher Courses. The training will be undertaken at least every three years which updates their awareness and understanding of the impact of the wide agenda of safeguarding issues. This will support both the SDL to be able to better undertake their role and support the setting in ensuring our safeguarding arrangements are robust and achieving better outcomes for the clients in our setting. This includes taking part in multi-agency training in addition to safeguarding training.

Our Staff will have access to safeguarding training every three years. They will also be advised to undertake additional training to support their employers' role in Handling Allegations against adults who work with children and young people, including our staff and volunteers. Our Safeguarding policy is reviewed annually in order to keep it updated in line with local and national guidance/legislation. We will include our

Safeguarding Policy in our settings prospectus/website and will post copies of our policy throughout the setting. We are also able to arrange for our policy to be made available to parents on request.

Important Contact Information

Any concerns about a child at risk of harm please contact the **Central Referral Team** on **01554 742322** (during office hours).

Outside of Office Hours: Delta Wellbeing (24 hours) 0300 333 2222

Employees may also contact the **Local Authority Designated Officers (LADO)**

Children - Rebecca Robertshaw, RRobertshaw@carmarthenshire.gov.uk
Adults - Cathy Richards, CRichards@carmarthenshire.gov.uk

In an emergency or if you believe a child is in immediate danger call the police on 999