



SAFEGUARDING AND CHILD PROTECTION POLICY

SAFEGUARDING LEAD

The Designated Safeguarding Lead for BEING Outdoors CIC is Rachel Monteath. Our Deputy Safeguarding Lead is Graham Fletcher-Shaw.

They can be contacted as follows:

Rachel
DESIGNATED SAFEGUARDING LEAD
07970 644753
rach@beingoutdoorscic.org

Graham
DEPUTY SAFEGUARDING LEAD
07790 280724
graham@beingoutdoorscic.org

SAFEGUARDING CHECKS

As part of our professional standards and to ensure the safety and wellbeing of all our participants, staff and partners, **BEING Outdoors CIC** undertake the following required employment checks for all BEING staff who are employed by us, associates and volunteers (age 16+) as well as our partners who we work with collaboratively as part of our work.

- Enhanced DBS
- 2 References
- Public Liabilities Insurance up to 5M (*via BOCIC PL Insurance or their own Policy*)
- Experience of working with children in an outdoor setting (Forest School Leader, Teacher, Childcare, Teaching Assistant, 1:1 Learning Mentor)
- Driving license /minibus license and business insurance for staff who are involved in transportation of children.

In addition, all programmes will have at least one member of staff who holds the following:

- Paediatric Outdoors First Aid training
- Food Hygiene Level 2 certificate

Employment checks including enhanced DBS checks are undertaken as part of the safer recruitment process and we further require that all our staff are rechecked every 3 years unless on the UPDATE SERVICE which is reviewed every year end of February.

As part of our ongoing professional development to support the safeguarding of children and staff, all our Directors and Freelance staff are required to:

- Take part in the BO CIC annual safeguarding review including Online Safeguarding Training
- Read and confirm their understanding of the D of E guidance for schools: 'Keeping Children Safe in Education' annually
- Follow our Safeguarding and Child Protection Policy
- Have agreed to and signed our BO CIC Non-Disclosure Agreement
- Receive regular safeguarding updates via Newsletter emails including updates on online Safety from The National College



- Train in Prevent and British Values
- Adopt the BO CIC Disclosure procedure and use the accompanying reporting template to record and report all incidents and disclosures to our Safeguarding Lead - Rachel Monteath
- Keep an ongoing electronic trackable record of 'incidents and near misses' for each programme - highlighting any patterns that can inform future practice.
- Gather group information incorporating allergies, medical and additional needs at the start of a programme to inform session planning and support.

All staff carry ID badges which confirm to schools and other settings that they are subject to the safeguarding process as outlined above.

The Programme Lead for your school also undertakes a termly Risk Assessment Method Statement of your outdoors setting to identify the steps to be undertaken to carry out a specific activity or task in a safe manner to ensure the health and safety of all participants.

VISITORS

All visitors to Shield Tree Wood must sign in and adopt our Visitors Safeguarding policy.

As part of our visitors' induction and to ensure the safeguarding of everyone on our programmes, we ask visitors to complete our visitor's safeguarding form confirming:

- Enhanced DBS details
- Next of Kin contact details
- Allergies & / or medical needs
- You have read, understand and will follow our Visitors Policy

DBS checked volunteers, carers and visitors carry green lanyard ID badges. Visitors without DBS checks carry red lanyard visitor ID badges and will be escorted at all times by a member of BOCIC staff during a visit.

When you visit SHIELD TREE WOOD there are some guidelines we would like visitors to follow:

- Firstly please wear your badge at all times so that we know you have signed in and you are authorised to be in school.
- If you are not DBS checked you must stay with a member of staff at all times.
- If you are a regular visitor and have a DBS certificate then we will need to see this for our Single Central Record.
- Please do not use your mobile phone whilst on site —if you need to use your phone please inform a member of staff before doing so.
- Ensure you do not put yourself in a position where you are left alone with a young person
- If you see anything at all relating to the Safeguarding of children that concerns you, please ensure that you speak to the DSL / Deputy DSL – see information attached.
- If you have a concern about the DSLs then you should address this concern to Marcella Lee-Gallon, one of our BOCIC Directors on 07946 733720 / admin@beingoutdoorscic.org.



CARERS

Carers may attend our ALTERNATIVE EDUCATION PROGRAMMES or HOLIDAY CLUBS to support the wellbeing of their child. All carers of young people who attend have completed the following safeguarding protocol:

- enhanced DBS checked
- read and signed our Safeguarding and Child Protection Policy
- Read and signed a Non-Disclosure Agreement

GROUP REGISTERS FOR SHIELD TREE WOOD / SCHOOL AFTER SCHOOL CLUBS

The details of all visitors to Shield Tree Wood are recorded in our online booking system and / or session registers. BEING Outdoors CIC directors and associates take steps to ensure that only DBS checked persons has unsupervised access to the children / young people.



SAFEGUARDING CONCERNS

Where a safeguarding concern is raised by staff or a carer regarding a BEING Outdoors CIC director, associate, carer or volunteer this should be referred to the Designated Safeguarding Lead who may then decide to refer the matter to the Local Authority Designated Officer (LADO). **Action will be taken within 1 working day.** If the concern relates to the Designated Safeguarding Lead – Rach (07970 644753 / rach@beingoutdoorscic.org) this should be referred to the LADO within 1 working day.

LEA	LADO REFERRAL WEBSITE	LADO EMAIL	Telephone
CHESHIRE EAST	https://cescp.co.uk/p/professionals/lado-local-authority-designated-officer	LADO@cheshireeast.gov.uk	01270 685904
DERBYSHIRE	https://www.ddscp.org.uk/staff-and-volunteers/info-and-resources/allegations/	professional.allegations@derbyshire.gov.uk	01629 531299
STOCKPORT	https://www.stockport.gov.uk/contacting-the-lado	stockport.lado@stockport.gov.uk	0161 474 5657
TAMESIDE	https://tamesidescp.org.uk/web/safeguarding-children-partnership/role-of-the-local-authority-designated-officer-lado-%E2%80%8B	ladorefferrals@tameside.gov.uk	0161 342 4343 (select option 3 for advice)

If a member of staff or volunteer is dismissed from BEING Outdoors CIC or internally disciplined because of misconduct relating to a child, we will notify the Department of Health administrators so that the name may be included on the List for the Protection of Children and Vulnerable Adults.

Where we feel that a child / young person may be suffering from neglect, physical, sexual or emotional abuse, their wellbeing and safety is of paramount importance.



DISCLOSURES

Where a child makes a disclosure to a BEING Outdoors member of staff / volunteer they will:

1. offer reassurance to the child;
2. listen to the child without comment; and
3. give reassurance that they will take action.

Our disclosure procedure is as follows:

- **listen** to the child / young person (do not interrupt) and allow them to talk freely – accept what is said without judgement
- Ask only **open ended questions following our safeguarding incident reporting form template** in order not to lead the child in any way e.g.
Is there anything else you want to tell me?
- Stay **calm and reassuring**—let them know they have done the right thing.
- Let them know it is not their fault, they have done nothing wrong and that you **believe them**.
- Explain that you CANNOT promise to keep what you are told a secret – **you will need to tell some people but only those who are there to protect children**. Ask if that is ok? (you can and will need to share if consent is not given though)
- Explain **what action you will take now**:
 - who you will speak to
 - that you will share what they have shared with you
 - and that only staff who need to know will be told
- **Report** orally to our Designated Child Protection lead - Rachel Monteath or our Deputy Safeguarding Lead Graham if not available immediately
- **If you need to leave the child** to get advice, make sure they are left with a suitable adult not associated with the disclosure
- **Record** the incident using the BOCIC safeguarding incident report form template:
 - Include the date, time and place
 - State clearly the facts and the words spoken by the child / young person
 - State how the child appeared to you (not your interpretations or assumptions).
 - State action taken to date and who it involved
 - Record who was present and a signature of the record.

When on a school setting, we will record any disclosure and pass onto the school Safeguarding Lead immediately before leaving the setting.

If our designated Child Protection Lead – Rachel Monteath, BEING Outdoors CIC, directors or associates then feel that further action is need—e.g. contacting partnership organisations or contacting Social Services - then we have an obligation to protect the child and will do so. Any further action, including decisions made and reasons why will be recorded and dated for future use and filed according to GDPR.



ONLINE SAFETY

Due to the nature of our work outdoors, we do not have access to online services during our sessions and have strict guidance on the use of mobiles. However, we do recognise the importance of awareness of online safety particularly in relation to cybercrimes and online gaming as the play of children and young people during our programmes may be influenced by what is seen or heard online.

We keep all our staff up to date with online safety by sharing resources from the National College Online Safety portal.

If any concerns are raised relating to any illegal, inappropriate or harmful online material or incident observed from the experiences or conversations of a young person during a session, we will record this on our weekly evaluations and discuss further with their school safeguarding lead.