



## Safeguarding Policy

During a Forest School session Be Free Forest School employees and volunteers are committed to taking all reasonable measures to safeguard and promote the welfare of each child in our care. We will do this by the practice of safe recruitment in checking the suitability of staff and volunteers working with children and by preventing, and protecting each child from any form of abuse, whether from an adult or another child, and supporting those who may have been or who are being abused. This policy will complement and uphold the school policy on Safeguarding.

### Aims

- To raise awareness of individual responsibilities in identifying and reporting possible cases of abuse.
  - To provide a systematic means of monitoring, recording and reporting of concerns and cases.
  - To provide guidance on recognising and dealing with suspected child abuse
  - To provide a framework for inter-agency communication and effective liaison.
  - To ensure any deficiencies or weaknesses in child protection arrangements are remedied without delay.
  - To ensure that safe recruitment procedures are followed.
  - To design and operate a procedure which promotes this policy and which, so far is possible, ensures that staff and others who are innocent are not prejudiced by false allegations.
  - To contribute to the operation of appropriate health and safety procedures.
    - To have regard and to be consistent with relevant statutory and regulatory requirements and guidance.
  - Staff will not discuss childrens' personal information with other staff members except where it may affect planning for the child's individual needs.

Personal information about children is to be kept securely. Any volunteer or staff member who finds that a child is telling them something that concerns them should follow the course of action set out below:

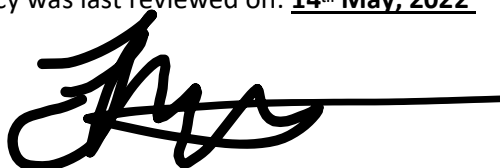
(June 2021)

1. Listen to the child but do NOT ask any leading questions. Allow the child to lead the discussion but do not press for details.
2. Keep calm and offer reassurance. Accept what the child says without challenge.
3. Make NO promises. You cannot 'keep a secret'. You should make it understood that there are no limits to confidentiality at the start of the disclosure.
4. Inform the Designated Safeguarding Lead as soon as possible.
5. Keep an accurate, written record of the conversation, including the date, the time, the place the conversation took place, the essence of what was said and done by whom and in whose presence. Keep the record secure and hand it to the Designated Safeguarding Lead.

Role	Name	Responsibility
Be Free Forest School Designated Safeguard Lead	Jude Vinton Contact - Befreeforestschool@hotmail.com	<ul style="list-style-type: none"> <li>• Overall responsibility for safe recruitment, supporting and training BFFS staff, upholding good practice through training and procedures, undertaking safeguarding training every 2 years.</li> <li>• Record keeping and sharing information with DSL's in school.</li> </ul>
Herts Safeguarding Children Partnership	03001234043	To support agencies and organisations who work with children, to work together to keep children safe

- We are committed to reviewing our policy and good practice annually.  
This policy was last reviewed on: **14<sup>th</sup> May, 2022**

Signed:



- Date: **14/05/2022**

BFFS is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.

When undertaking any recruitment process (including recruitment of volunteers), BFFS will take the following steps:

- Advertisement is limited to the Forest School Association jobs page and closed Facebook groups for Forest School Leaders and trainees.
- All job descriptions and person specifications will include a specific reference to suitability to work with children and young people and refer to the responsibility for safeguarding and promoting the welfare of children and young people
- Comprehensive information from applicants will be obtained and scrutinised and any discrepancies or anomalies will be investigated and resolved
- Independent professional and character references relating to an applicant's suitability to work with children and young people will be obtained, and referees spoken with.
- A zoom or face to face interview will be held with all successful applicants prior to engagement;
- The identity, qualifications and previous employment history of the successful applicant will be verified before appointment
- A check will be made to confirm the right of the successful applicant to work in the United Kingdom before appointment
- Where the successful applicant has lived outside the United Kingdom, such further checks as are considered appropriate will be carried out before appointment
- A check will be made on the successful applicant's mental and physical health, during interview
- A check of the relevant mandatory lists (set out below) and a disclosure (currently DBS) check will be carried out in respect of the successful applicant before appointment
- Any offer of employment or engagement will be made conditional upon the satisfactory completion of the above checks and verifications.

BFFS will ensure that:

An individual will not be recruited to work on the team where they are named on any of the following lists: The Protection of Children Act (PoCA) List (England and Wales); List 99 (England and Wales); The Protection of Vulnerable Adults (POVA) List (England and Wales); The Disqualified from Working with Children List (DWCL - Scotland); The Disqualification from Working with Children List (Northern Ireland); and The Disqualification from Working with Vulnerable Adults List (Northern Ireland).

An individual who is appointed and subsequently found to be named on any of these lists will be removed from the position forthwith.

An individual will be referred to the appropriate List where the grounds for referral under the Acts are met.

A disclosure check will be carried out on all new employees and further disclosure checks will be carried out periodically during their tenure (disclosure checks being conducted in accordance with the relevant legislation in force from time to time; currently via the Disclosure and Barring Service (DBS) in England, Wales and Northern Ireland and by Disclosure Scotland in Scotland).

BFFS will obtain a DBS check for all Forest School Leaders, assistants, volunteers or other staff prior to employment, or regular volunteering.