

Safeguarding

At Fox Wood Forest School we aim to create a community which encourages children to develop a positive self-image and to grow in confidence, independence and resilience. We will provide a safe and secure environment for all children, where play, learning and risk is appropriate to their stage of development. We will listen to children and keep them at the centre of all we do, supporting them by offering reassurance, comfort and sensitive interactions.

Activities and opportunities will be planned as a result of observations of each child so that their individual needs are met and they are able to progress in the direction and at a pace that suits them.

The Forest School leader will be alert to the signs of abuse, understand what is meant by child protection and be aware of the different ways in which children can be harmed.

All staff and volunteers will maintain confidentiality at all times. All suspicions, enquiries and external investigations are kept confidential and shared only with those who need to know.

Disclosure

Adults working within Forest School need to appreciate that when children feel comfortable and content, when their instinct to trust and explore risk taking through play is encouraged, they may find the confidence to disclose information which they might have otherwise kept to themselves. If a child shares anything of concern, or displays behaviour that is of concern to any volunteer, or member of staff, they should follow the course of action set out below:

- Listen to the pupil but ask NO leading questions. Allow the child to lead the discussion, do not press for details, or put words into the child's mouth.
- Keep calm and offer reassurance, accept what the child says without challenge.
- Make NO promises, you cannot 'keep a secret'.
- Make it understood that there are limits to confidentiality at the start of the disclosure.

Recording & Reporting

- Keep an accurate, written record of the conversation, including the date, time and place the conversation occurred and the essence of what was said and done by whom and in whose presence. The record should be signed by the person reporting the concern. The record will be kept by the Forest School leader and information passed on to the Norfolk Safeguarding Children's Board.

LADO: 01603 223 473 - to report an allegation of abuse against a person who works with children Norfolk Safeguarding Children's Board (NSCB) for specific concerns about the safety of a child

Multi-agency Safeguarding Hub (MASH): 0344 800 8020

Informing parents

Parents are normally the first point of contact. If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the NSCB does not allow this. This will usually be the case where the parent or family member is the likely abuser, or where a child may be endangered by this disclosure. In these cases the investigating officers will inform parents.

Procedure:

All signs of marks/injuries to a child, when they arrive at Forest School, or that occur during time at Forest School, will be recorded in the accident log book as soon as noticed or witnessed

by a staff member. The incident will be discussed with the parent at the earliest opportunity. For children who are attending through a school or nursery setting this responsibility will fall to their staff, the Forest School leader will ensure that concerns are raised with staff from that setting. Where there is concern for a child's wellbeing due to an injury, the Forest School leader will also notify Norfolk Safeguarding Children's Board (NSCB).

Missing Child Procedure

Fox Wood Forest School's overarching priority is to keep all children safe. If it is discovered that a child is missing from the group, the situation will be taken very seriously from the outset and the following emergency procedure will be implemented:

- The Forest School Leader will be informed immediately
- Activity for the rest of the group will be suspended in order that at least two members of staff, including the Forest School Leader may conduct a search which shall last no more than five minutes
- The remaining children will be given a low risk activity to complete, within the seating area by the remaining adults, being mindful not to increase anxiety of the group
- If after the five minute search, the child has not been located, the Forest School Leader will phone 999 and alert the police
- The child's parents will be informed
- Staff should give details of the situation, including last known position of the missing child and any timings.
- The Forest School leader will write down a description of what the missing child was wearing and any distinguishing features. Also whether they have any additional medical or learning needs. All information should be passed to police or other agencies.
- An incident report form will be completed after all cases of children going missing and all incidents resulting in a call to emergency services will be reviewed with the Head Teacher in order to assess whether correct procedure was followed and whether changes need to be made to current practice

Emergency Contact - 999

School contact details will be kept alongside emergency procedure documents

Requesting attendance by Emergency Services - Dial 999 and ask for the emergency service required. Be ready with the following information:

1. Telephone number
2. Location: (laminated cards with locations and directions attached to red emergency bag)
3. A brief description of the problem including the time the child was last seen and where
4. State that the police will be met by _____ at the entrance to the woodland

Speak clearly and slowly and be ready to repeat the information if asked

In Parent and Child groups parents will be asked to organise themselves into two groups, one group that stays at the seating area with all the children and at least 4 adults to come and search for the missing child.

Reducing the likelihood of children going missing:

- In order to reduce the chances of a child going missing boundaries will be clearly identified and it will be made clear to children that they are to stay within the boundaries at all times.

- Children will play games that will help them to become familiar with where the boundaries are.
- Children will learn to return to camp to an agreed call/bell/whistle
- Children will play “123 where are you?” They will be taught to answer that call with “123 I’m here”.

Visitors

Visitors to the site must sign a visitors book and will not be left on their own with children. If they are contracted to work with children they must have an up to date DBS check.

Disclosure and Barring Checks

All Staff and Volunteer must be DBS checked before helping at Forest School. A child will not be left alone with an adult who has not received their enhanced Disclosure and Barring Service (DBS) clearance.

Mobile Phone Policy

For School or Nursery groups Fox Wood will as far as possible work within that setting’s existing policy regarding use of mobile phones, photographs and digital media. Where there is no clear policy staff and volunteers will be asked not to use their mobile phones to take photographs. Depending on the size of the site some staff will be required to keep a mobile phone on them for emergency purposes.

For Parent & Child groups parents will be asked to only take pictures of their own child, if they want to take pictures of their child playing with other children they must have permission to take a photograph from the other parent. Parents should not share pictures on social media that show other people’s children without permission of their parents.

Use of Photographs and Digital Media

The Forest School leader will use a camera as a means of recording and sharing activities from the session. All parents will be asked to complete a form stating whether they wish their child to be photographed or not and how these pictures may be used.

Adult to Pupil Ratio

Adult : child ratios are not set out by the Department for Education, instead they offer the following guidance regarding off-site activities:

‘Common sense should be used in assessing and managing the risks of any activity. Health and safety procedures should always be proportionate to the risks of an activity ...

The employer (the local authority, governing body or proprietor) is responsible for health and safety, though tasks may be delegated to staff.’

I aim to work within the following ratios

Child's age	No. of children to each adult
Under 2	1:2
2	1:3
3 - 7	1:5
8 -12	1:8

- Only those aged 17 or over may be included in ratios
- Professional judgement is always used with each group and the setting.
- For a group where some children had additional needs the ratio would be reviewed in light of their individual needs.
- The leader is not counted within the ratio as they are required to keep an overview of all children, staff, activities and the setting.
- If a fire is planned this takes an adult out of the adult : child ratio as that adult becomes responsible for the fire and cannot meet the needs of the children.
- In groups where parents attend with their children they are responsible for them.
- By prior agreement children may attend with another adult who has children at that session and are the responsibility of that adult for the duration of the session. The ratios above must be observed in this instance.

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