



# New Forest Outreach Support

## New Forest Outreach Support - Safeguarding Policy – Children

### What are the key policy principles?

New Forest Outreach Support abides by the duty of care to safeguard and promote the welfare of children and young people and is committed to safeguarding practice that reflects statutory responsibilities, government guidance and complies with best practice requirements.

- We recognise the welfare of children is paramount in all the work we do and in all the decisions we take.
- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation has an equal right to protection from all types of harm or abuse.
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

New Forest Outreach Support recognises that the welfare and interests of children are important in all circumstances.

### People Responsibilities

*New Forest Outreach Support recognises that safeguarding is everyone's responsibility.*

New Forest Outreach Support will:

- Protect children and young people who receive New Forest Outreach Support's services
- from harm. This includes the children of adults who use our services
- Provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.
- Ensuring that you are fully aware of this policy, so when you believe there is a need to notify us of such an incident you immediately inform the designated safeguarding officer or necessary authorities within the organisation. The policy will be clearly displayed on our website.

This policy applies to anyone working on behalf of New Forest Outreach Support, including senior managers and the board of trustees, paid staff, volunteers, sessional workers, agency staff and students. Failure to comply with the policy and related procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

### **New Forest Outreach Support is responsible for the following:**

- Responsible for full compliance
- Undertaking and completion of a full investigation on any issues or concerns raised
- Reporting any incident to the necessary authorities



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- To ensure all staff are DBS checked; that all staff have received appropriate safeguarding training that is regularly updated, are aware of and understand the safeguarding policy
- Potential safeguarding risks are identified, assessed, managed and regularly reviewed.
- Ensure the organisation does not ignore harm and highlights and learns from failures.

## What is the process?

### 1. Our commitment

Everyone who works with any of the children within our organisation have a crucial role to play in their journey. You have a unique opportunity to interact in ways that are both affirming and inspiring. This policy has been produced (and is supported by Information, Advice and Guidance), to help you to establish safe and responsive environments which safeguard all individuals and reduce the risk of improper or unprofessional conduct.

We all have a duty of care to safeguard and promote welfare for all, and to enhance awareness of the broader welfare spectrum.

### 2. Objectives

The aim of the policy is to ensure you are aware and understand your responsibilities; Understand the responsibility of others, signs that might be a safeguarding concern, along with reporting procedures for all safeguarding issues.

### 3. Scope

This policy covers the safeguarding of children within our delivery and attendees within any subcontracted provision.

It is inclusive of specific highlighted safeguarding agenda areas – as defined by law, and in the wider context all our members, attendees and staff.

### 4. Key Contacts

**Designated Safeguarding Officer: Amy Bradsworth Email: [enquiries@newforestoutreach.co.uk](mailto:enquiries@newforestoutreach.co.uk) Contact No: 07876191833**

**Hampshire County Council Multi Agency Safeguarding Hub (MASH)**

**For non-emergencies: Phone: 0300 555 1384**

during office hours 8.30am to 5pm Monday to Thursday, 8.30am to 4.30pm on Friday **Phone:**

**0300 555 1373**

at all other times to contact the Out of Hours service

**Email: [childrens.services@hants.gov.uk](mailto:childrens.services@hants.gov.uk)**

**Hampshire Constabulary For**

**non-emergencies:**

**Phone: 101**



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## 5. Definitions

**The Children Act 1989 definition of a child is:** anyone who has not yet reached their 18th birthday, even if they are living independently, are a member of the armed forces or is in hospital.

**Safeguarding** is the action that is taken to promote the welfare of children and protect them from harm (NSPCC).

Children and adults may be vulnerable to neglect and abuse or exploitation from within their family and from individuals they come across in their daily lives. There are 4 main categories of abuse, which are: sexual, physical, emotional abuse, and neglect. It is important to be aware of more specific types of abuse that fall within these categories, they are:

- Abuse (physical, emotional, financial, institutional, sexual, organisational)
- Self-neglect
- Discrimination
- Child sexual exploitation
- Bullying & cyberbullying
- Substance misuse
- Fabricated or induced illness
- Faith abuse
- Forced marriage
- Gang and youth violence
- Private fostering
- Female genital mutilation (FGM)
- Gender based violence
- Radicalisation
- Sexting
- Teenage relationship abuse
- Mental health concerns



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A Child is defined as anyone under the age of 18 including unborn children right up to teenagers (UK government guidance).

While the definitions of a child give the rationale for legislative intervention, it is important to note that an individual may be deemed at higher risk of a safeguarding issue affecting them due to other factors, examples:

- Poor numeracy and literacy skill, or specific learning need
- Unsupportive home environment
- English not a first language
- Unsupportive employer
- Underrepresented group
- Acting as a carer for another family member
- Background in offending
- Disability or social need

## 6. Our responsibility

We all have a responsibility to ensure that children are protected from harm, informed about potential risks to their welfare, and understand how to seek help.

We must ensure all concerns are dealt with in a timely manner and appropriately.

We also have a responsibility to minimise the risk of allegations against you.

All staff are expected to comply with any DBS check request and to have a good understanding of what constitutes a safeguarding or welfare concern and how to provide support, guidance in such instances and the channels for escalating a concern.

### 1:1 Support Policy

At *Our Discovery Club*, part of *New Forest Outreach Support C.I.C.*, we are committed to providing a safe, inclusive, and supportive environment for all children, in line with UK regulations, including the *Equality Act 2010*, *SEND Code of Practice (2015)*, and safeguarding laws.

In some cases, children may require additional one-on-one (1:1) support due to behavioural challenges or specific needs. If it becomes evident during a session that your child would benefit from 1:1 attention, we will notify you via email before the next club session. This will explain our decision, which is made to ensure the safety and well-being of your child and others attending the club.



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## Why is 1:1 Support Necessary?

Our goal is to ensure that every child, including those with additional needs, less ability, or non-verbal communication, has a positive, safe experience at *Our Discovery Club*. Providing 1:1 support allows us to:

- Offer the focused attention your child needs to participate fully and safely throughout the day.
- Fulfil our legal responsibilities to maintain a safe environment for all children, as required by safeguarding policies and the *Health and Safety at Work Act*.
- Protect non-verbal children and those with behavioural or mobility challenges by minimising the risk of accidents or incidents, ensuring that all children can thrive in a safe space.

This approach helps us meet our legal duty to make reasonable adjustments and ensures inclusive participation for every child.

## Specialised Support and Additional Cost

Providing 1:1 support involves assigning an extra staff member solely dedicated to your child. This specialised care ensures your child receives the individualised support they need. However, due to the extra staffing required, there is an additional charge for this service.

We take the safety and well-being of all children seriously, and this specialised support helps us achieve that goal. We appreciate your understanding and cooperation in supporting these arrangements, including the extra cost, which allows us to maintain the high standards of care we are committed to.

If you have any questions or concerns, please do not hesitate to contact us. We are here to discuss how we can continue to meet your child's needs while adhering to UK regulations and best practices.

To assist you in this, on-going training and awareness, as well as continuous information, advice and guidance will help you to feel confident in proactively promoting safeguarding and understanding your individual responsibilities.



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The responsibilities of individuals are detailed below:

- **Our Managers/Trustees -**
- to ensure we have effective policies, and to ensure policies are implemented and followed, and sufficient time and resources are allocated to employees to carry out their responsibilities.
- To ensure we follow statutory and good practice guidance, alongside legislation relevant to the organisation.
- To ensure safeguarding risks will be identified, assessed and managed via a
- Safeguarding Risk Register which will be regularly reviewed (minimum annual basis).
- **Our Designated Safeguarding Officer** – Carry out investigations where appropriate into welfare concerns reported and liaise with external bodies such as the safeguarding board where appropriate. Overall recording and management of safeguarding issues and report on any issues that arise. Review procedures and policies on a timely basis. Maintain own CPD to ensure their role can be fulfilled competently.
- **Our Staff** - to check safety and welfare with all young people at each visit/communication, ensuring young people complete all safety related learning activities within their programme.

You must be mindful of indicators and that there may be a safeguarding issue – (see Appendix), and if required to follow our flowchart for reporting issues that concern them or are reported to them (see Appendix).

## 7. Safer Recruitment

New Forest Outreach Support carries out a safe recruitment process and ensures that all appropriate checks are carried out on new staff that will work or encounter children in line with the Disclosure and Barring Service requirements.

### 7.1 Disclosure and Barring Service Checks

The Disclosure and Barring Service (DBS) is an executive agency of the Home Office, and its primary purpose is to help employers make safer recruitment decisions and appointments. By conducting checks DBS helps to identify applicants who may be unsuitable for certain work and positions, especially those involving contact with children (those less than 18 years old) or adults at risk. Depending on the type and regularity of contact with children or adults at risk involved in a particular role, employers are entitled to make appropriate types of enquiries about the applicant's criminal record and seek a disclosure through a DBS check.

New Forest Outreach Support undertakes different types of criminal records checks depending on the role applied for:

1. Standard DBS check This will be for positions that are included in the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975. This type of check contains details of an individual's convictions, cautions, reprimands or warnings recorded on police central records and includes both 'spent' and 'unspent' convictions that will be shown on a criminal records check.
2. Enhanced DBS check this will be for positions included in both the ROA 1974 Exceptions Order and in the Police Act 1997 regulations. This type of check contains the same details as



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the standard check plus any information held locally by police forces that it is reasonably considered to be relevant to the post applied for.

3. Enhanced DBS & barred list check (child) An enhanced check with information from the DBS's children's barred list is only available for those individuals engaged in regulated activity with children and a small number of posts as listed in the Police Act 1997 regulations.
4. Enhanced DBS & barred list check (adult) An enhanced check with information from the DBS's adults barred list is only available for those individuals engaged in regulated activity with adults and a small number of posts as listed in the Police Act 1997 regulations.
5. Enhanced DBS & barred list check (child and adult) An enhanced check with information from the DBS's children and adults barred list is only available for those individuals engaged in regulated activity with both vulnerable groups including children, and a small number of posts as listed in the Police Act regulations.

## **7.2 When and What Type of DBS Check is Appropriate**

Even where a post has some contact with a child, the definition of regulated activity may not be fully satisfied, but in order to safeguard our young people, any unsupervised contact with young people will result in an enhanced DBS check with child barred list.

The Safeguarding Vulnerable Groups Act 2006 (amended by the Protection of Freedoms Act 2012) defines what types of activities involving children are regulated and therefore require barring list checks.

*Regulated Activity is a term that defines activities that an individual engages in. The criteria for regulated activity is detailed below:*

### **Children**

- Regular activity (once per week or 4 times over the course of 1 month)
- Unsupervised activity
- Teaching, coaching, training, assessing, mentoring based activities - working intensively and closely with a child within a specified setting

Further advice on types of DBS disclosure and the circumstances in which regulated activity applies can be obtained from the support team.

When the most suitable candidate for the position has been identified, the offer of appointment will be made subject to a satisfactory DBS, right to work, references and qualification checks. In the instance that the outcome of a DBS check has not been received from the appropriate authority prior to learner visits being carried out, all visits with young people will be supervised by a person whose DBS outcome has been received and approved. The managers will be responsible for arranging this supervision.

As a DBS check forms part of our recruitment process for both employed and self-employed team members, we encourage all candidates to declare anything relevant to the type of disclosure required for the role they applied for. Once an offer has been



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made, candidates should tell us of any further details of convictions, including those that normally would be considered as spent, cautions or reprimands.

DBS checks have no official expiry date; however, we will re-apply for the appropriate types of DBS checks as or when required our aim is to review on a 3-year basis during employment or self-employment at New Forest Outreach Support.

## **7.3 Confidentiality**

Information provided in a DBS disclosure report must be kept confidential and only on a need-to-know basis. Such information will be handled in accordance with New Forest Outreach Support's policies on data protection.

We recognise that applicants and our employees need to feel confident that information about their convictions will not be disclosed to colleagues unless there is a specific reason for doing so. Those involved in recruitment decisions should ensure that when appointing an individual with a conviction, they are advised as to whom within New Forest Outreach Support knows of their conviction and the reasons why the information has been disclosed.

Failure to Disclose Information Relevant to the Type of DBS Check Appropriate to your role having a criminal record does not necessarily preclude an individual from working New Forest Outreach Support. The decision as to whether a person with a criminal record should be appointed, or an offer of employment withdrawn, or employment terminated will be taken only after careful and thorough consideration of the outcome of any DBS check as well as the job and offence related factors as explained.

Failure to disclose information relevant to the type of DBS check appropriate to your role would be seen by New Forest Outreach Support as a breach of trust and confidence. Such acts are considered as gross misconduct, and you would be invited to a disciplinary hearing with a potential outcome of instant dismissal.

## **7.4 Exploring the Relevance of Information Provided in the Disclosure Report**

As we explained in the previous section having a criminal record does not necessarily preclude an individual from working at New Forest Outreach Support. The decision as to whether a candidate with a criminal record should be appointed, or an offer of employment withdrawn, will be taken only after careful and thorough consideration of the outcome of any DBS check as well as the job offered. Like the recruitment process, a disclosure of a criminal record will not necessarily lead to termination of your employment with us and the decision will be taken only after careful and thorough consideration of the job and offence related factors. Any decision to terminate employment would follow our Disciplinary Policy (or Probation). A manager alongside the designated safeguarding officer, will make an initial assessment of the content of the disclosure report.

## **7.5 Exploring a Conviction and its Relevance**

All discussions relating to convictions must take place after the selection process has been completed and will involve a manager and, if appropriate, the company designated safeguarding officer. As part of the decision-making process, they will normally meet with the individual to gain more information from the person about the nature and circumstances of any conviction. The suitability for





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employment of a person with a criminal record will clearly vary, depending upon the nature of the job and the details and circumstances of any convictions.

The decision will be made based on a risk assessment to enable the applicant's criminal record and circumstances to be assessed in relation to the tasks he or she will be required to perform and the circumstances in which the work is to be carried out.

The following job-related factors should be considered:

- Does the post involve direct contact with young people or the public?
- What level of supervision will the post-holder receive?
- What level of trust is involved? Will the nature of the job present any opportunities for the post-holder to reoffend in the place of work?
- Does the post involve any contact with children or other vulnerable groups of young people or employees?
- The assessment is also likely to include consideration of the following factors relating to the individual's offence(s):
- The seriousness of the offence(s) and relevance to the safety of other employees, young people, research subjects, the public etc.
- The length of time since the offence(s) occurred.

**8. Staff action if a concern is reported to them (Please also see the Concern Process Flow Chart)** If the learner has a concern over their own personal welfare and wellbeing, you are to listen to and record all information given, making no judgement or assumptions and inform the Designated Safeguarding Officer.

All young people are to be informed that if they have a concern over their own personal welfare and wellbeing that they do not feel comfortable talking to a member of staff about, they are to contact New Forest Outreach Support's designated safeguarding officer or can be provided with details of outside organisations if they'd prefer.

Contact details for safeguarding officer are available in this policy (see section 4). If a parent contacts you to report a concern about their child, ensure you listen, and record the details as per a learner reporting a concern to you. Ensure you have contact details for the parent.

You must report the issue to the safeguarding officer. The safeguarding officer will then decide the appropriate course of action, and if a referral outside the organisation is appropriate, liaise with the parent as appropriate.

If a learner reports unsafe practices or safeguarding issues to you within their working environment advise the learner to follow in house reporting procedures. You may support the learner in speaking to the appropriate senior team members. Report the incident to the designated safeguarding officer who will offer additional guidance and signposting for the learner and will monitor.

It is important you do not pass any information to other parties or try to investigate the concern yourself.

If you require an immediate response, call your designated safeguarding officer immediately, it is noted that the designated officer may not be available out of normal working hours, so in circumstances where the individual is in immediate danger report the incident to the police on 999.



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- The designated safeguarding officer will endeavour to make initial contact regarding the concerns within 72 hours.
- The designated safeguarding officer will assess if the individual is at risk of significant harm and decide upon the next course of action and complete the relevant documentation. This can range from offering signposting to support agencies to referral to the police and local safeguarding authorities.

## **9. Training and Educating Employees**

Each member of the safeguarding team holds a formal safeguarding qualification and undertakes regular CPD events to keep updated with legislation and refresh their knowledge.

## **10. Keeping Yourself Safe**

Maintaining personal safety is also encouraged and the following activities are strictly prohibited for New Forest Outreach Support Staff:

- Befriending children on personal social media sites or distributing personal telephone numbers
- Visiting children at home or transporting children to and from locations without authorisation
- You will naturally build a rapport with our young people, and our young people may see you as a confident and support but be sure to maintain professional boundaries whenever carrying out work on behalf of New Forest Outreach Support.
- Be respectful of all members, notably children, and appreciate you are in a position of trust. We have the opportunity to listen to their concerns and support them.
- Avoid spending time alone with children in a closed environment. If this is unavoidable ensure a member of staff is aware where you are, and monitors this.
- Be careful when giving young people advice – as this is based on your opinion, focus support on information (facts) and guidance (signposting).
- If at any point you feel unsafe in a learner's company inform the designated safeguarding officer or one of the managers.

## **11. Future Extensions to the Safeguarding Offering**

A dedicated safeguarding officer has been identified and is able to provide New Forest Outreach Support employees and young people with a greater focus on safeguarding and safety of young people.

## **12. Social Media:**

All employees and volunteers should be aware of New Forest Outreach Support's social media policy and procedures 'NFOS social media Policy & Procedures' and the code of conduct for behaviour towards the children we support.

## **13. Use of Mobile Phones and other Digital Technology:**

All employees, trustees and volunteers should be aware of New Forest Outreach Support policy and procedures regarding the use of mobile phones and any digital technology and understand that it is unlawful to photograph children and young people without the explicit consent of the person with



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parental responsibilities. 'NFOS policy/procedures on the use of mobile phones and other digital technology'.

## 14. Whistleblowing:

It is important that people within New Forest Outreach Support have the confidence to come forward to speak or act if they are unhappy with anything. Whistle blowing occurs when a person raises a concern about dangerous or illegal activity, or any wrong doing within their organisation. This includes concerns about another employee or volunteer. There is also a requirement by New Forest Outreach Support to protect whistleblowers. 'NFOS Whistleblowing Policy'

## Concern Process

### Reporting a Safeguarding Concern

If you have a concern about a child or an adult, whether based on observations, disclosures, or allegations, it is essential to take appropriate action. Concerns may include, but are not limited to:

- **For a Learner:**
  - Concerns about their own personal welfare, well-being, or unsafe practices.
  - Concerns about another learner, particularly if they exhibit signs of radicalisation or extremism.
  - Observations of safeguarding issues within the working practices of an employer or organisation.

### Immediate Danger

If there is an immediate risk to an individual's safety, or if someone is in immediate danger, **contact the police or emergency services by calling 999.**

### Next Steps for young people:

1. **Discussing the Concern:** Where possible, raise your concern directly with the adult or child involved. If the concern is about your own welfare or well-being, and you are uncomfortable speaking with your coach, reach out directly to the designated Safeguarding Officer listed in your materials.
2. **Informing the Safeguarding Officer:**
  - Share the details of your concern with the Safeguarding Officer. Safeguarding incidents will be logged in the safeguarding record system.
  - The Safeguarding Officer will make initial contact within 72 hours to address the concern.
3. **Next Course of Action:**
  - The Safeguarding Officer will assess the risk to the individual and decide on the next steps. This includes updating the safeguarding log and determining if further action is required.
4. **Unavailable Safeguarding Officer:**
  - If the Safeguarding Officer is unavailable, you can contact the **Local Authority Safeguarding Adults Team** for advice and support.
5. **Reporting to the Local Authority:**
  - Where necessary, the concern may be reported to the **Local Authority Designated Officer (LADO)** or another relevant service.
  - Wherever possible, seek the adult's consent before making a report. If they remain at risk, or if others are at risk, the concern may need to be reported without their consent.



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We are committed to reviewing our policies annually when required.

Policy title	Safeguarding policy
Version	2
Written by	Amy Bradsworth (Founder)
Date	01/01/2024
Next review	01/01/2025