

## **On site safeguarding policy**

**Policy Date:** Jan 2025

**Review period:** 2 years

**Review date:** Sep 2027

**Refer to: OFS safeguarding procedure / toileting procedure / TDPC staff safeguarding policy, KCSIE 2024**



### **Policy Rationale**

As a service provider we have a responsibility to perform our safeguarding role with the upmost professionalism and in accordance to TDPC, OFS and national guidelines, thus ensuring the safety of staff and students. Safeguarding at Otterhead Forest School is a shared priority and everyone has responsibility to behave, communicate and record appropriately.

### **Legislative framework**

Children's Act 2004

### **Details of Policy**

Before a Forest School programme commences, young people will be assessed by the Forest School manager in conjunction with other professional working with that child. This will allow any areas of risk associated with the young person or staff member to be identified and appropriately managed whilst on site.

Details of need along with specific areas of safeguarding concern will be identified in the student's 'Pen Portrait'. This document will be available for all staff working with that student. This document will be updated and treated as a working document.

If particularly high risks have been identified, a specific 'student risk assessment' will be carried out. Control measures may include 2:1 staffing, special transport arrangements and specific work areas or learning conditions.

Effective communication between staff will be in place at all times using radios and mobile phones.

Students will always be under staff supervision, in the event of a wide game, a dynamic risk assessment will determine who, if any, should be closely supervised (not permitted to hide with other students out of sight etc..)

The OFS 'lone working' procedure will be followed at all times.

OFS staff will meet all students in the car park and accompany them back to the car par at the end of the session. Staff will ask the taxi/car/carer who they are there to pick up and

appropriately challenge vehicles/companies that do not share information. Staff are expected to challenge anything that feels out of the ordinary or uncomfortable.

OFS will respect ongoing investigations or safeguarding concerns and act accordingly in line with the investigation whilst at OFS. Effective communication with the 'team around the child' is important throughout this.

Staff to provide safe and appropriate privacy for students where needed for changing and using the toilet (in line with procedure).

Staff should report any concerns for welfare (safeguarding concerns) in line with safeguarding procedure.

Staff are aware of the wider TPDC safeguarding team.

Staff should have a sound understanding of OFS, TPDC and national level safeguarding.

Due to the public access on site, staff will adopt a safeguarding mindset at all times. Staff to role model appropriate, polite and professional interactions with members of the public (MOP) when MOP are engaging staff and students in conversation. Staff are responsible for keeping a safeguarding mindset at all times when interacting with MOP and feel secure to politely ask for MOP to leave them and their student to continue their session alone. Regularly used camps are thoughtfully situated on site to minimise the chance of MOP interactions, avoiding public rights of way where possible.