



Greener Growth Safeguarding Policy

This policy applies to all staff, including the board of directors, paid staff, volunteers and sessional workers or anyone working on behalf of Greener Growth.

The purpose of this policy:

- To protect children and young people who receive Greener Growth's services.
- To provide staff and volunteers with the overarching principles that guide our approach to safeguarding and child protection.

Greener Growth believes that a child or young person should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to practice in a way that protects them.

We recognise that:

- The welfare of the child is paramount, as enshrined in the Children Act 1989
- All children have the same protection regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation
- 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.

We will seek to keep children and young people safe by:

- Valuing them, listening and respecting them.
- Ensuring all Greener Growth associates conduct themselves in an appropriate manner through the way they speak and conduct themselves at all times.
- Adopting child protection and safeguarding practices of each establishment including ensuring that all Greener Growth associates read each establishment's individual policies before commencing work there.
- Whilst working in an establishment, all Greener Growth associates will ensure they are aware of who the **Designated Safeguarding Leaders (DSLs)** are and where to find them and **how to report a concern**. This will most likely be a form that must be shared with the DSLs immediately.
- Ensuring all Greener Growth associates report any concerns to the Designated Safeguarding Leads (DSLs) **immediately** and ensure that

these are shared as factually accurate accounts of the disclosure, observation or incident

- If Greener Growth associates have a concern out of school hours and are unable to report directly to the school's Designated Safeguarding Leader, then they must immediately ring **Customer First on 0808 800 4005** to report the concern.
- All Greener Growth associates have read and understood Part 1 of '**Keeping Children Safe in Education**' and must sign to say they have completed this.
- Safeguarding leads for Greener Growth and our director have also read and understood the complete Keeping Children Safe document.
- All Safeguarding leads for Greener Growth have been on, or are in the process of completing an 'Introduction to safeguarding children and young people' training course with Community Action Suffolk.
- The project manager is responsible for taking any photos after permission has been sought from the school. Any photos we do not need for publicity or any other purpose will be deleted.
- Recruiting staff and volunteers safely, ensuring all necessary checks are completed.
- Ensuring all Greener Growth associates to have an up to date DBS check or prison security clearance.
- Ensuring we are accessing new team members safely, requiring any new Greener Growth associates have two references, at least one of whom needs to have known the associate for over five years in a working capacity, before they can begin working with us.
- Ensuring each Greener Growth associate has first aid training certification or will be attending qualification classes when they join.
- Ensuring each Greener Growth associate has a thorough induction, including training on our safeguarding policy and procedures.
- Using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately.
- Ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.
- Ensuring all Greener Growth associates always follow the advice of the Designated Safeguarding Leads in each establishment regarding any additional needs of children.
- Ensuring all Greener Growth associates understand and adhere to confidentiality rules for each establishment.

We adhere to these core principles:

If a child makes an allegation or disclosure of abuse against an adult or other child or young person, we:

- Stay calm and listen carefully.
- Reassure them that they have done the right thing in telling you.

- Do not investigate or ask leading questions.
- Let them know that we will need to tell someone else.
- Do not promise to keep what they have told us a secret.
- Inform the Designated Safeguarding Lead as soon as possible.
- Make a written record of the allegation, disclosure or incident, using the establishment's reporting form, which we must sign, date and record our position.
- Do not include your opinion without stating it is your opinion.
- Refer without delay.
- Do not discuss the incident with others.

Legal Framework

This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely:

- Children Act 1989
- United Convention of the Rights of the Child 1991
- Data Protection Act 1998
- Human Rights Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Special educational needs and disability (SEND) code of practice: 0 to 25 years Statutory guidance for organisations which work with and support children and young people who have special educational needs or disabilities; HM Government 2014
- Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers: HM Government 2015
- Working together to safeguarding children: a guide to inter-agency working to safeguarding and promote the welfare of children; HM Government 2015
- Keeping Children Safe in Education; HM Government September 2018

This policy should be read alongside our policies and procedures on:

- Code of Conduct
- Health and Safety

Contact Details

Designated Safeguarding Officer (DSO)

Name: [REDACTED]

Email: [REDACTED]

Phone: [REDACTED]

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on 16th January 2020

Signed: [REDACTED]
[REDACTED]



Greener Growth Safeguarding

Please complete to demonstrate that you have read, understood and will adhere to Greener Growth's Safeguarding policy and procedures.

Name:

Role:

Date:

Signed:

Please complete to demonstrate you have read, understood and will adhere to the principles of Keeping Children Safe in Education September 2018 document.

Name:

Role:

Date:

Signed: