

It is the responsibility of the Chevin Forest school to ensure the safety of children and vulnerable adults whilst in our care. We are committed to creating an environment which is safe from abuse and any suspicion of abuse is promptly and appropriately dealt with.

The Chevin Forest School Safeguarding Policy focuses on:

● Minimising the risk of abuse taking place through good planning and best practice

● Empowering those it works with to stay safe and speak out

 ● Taking appropriate action when any allegations arise Staff & Assistants

All staff will have enhanced checks from the Disclosure & Baring Service, dated within 5 years and at the current home address. The Chevin Forest school will not employ people with unsuitable DBS certificates. All volunteers and visitors will be vetted by gathering: references / employment history / record of qualification / or because we will have had prior personal knowledge of the person. If the visitor has a DBS certificate relevant to working with children or vulnerable adults, this will be checked by a member of the Chevin Forest school. Participants will not be left unsupervised with a visitor or volunteer where no DBS certificate has been seen.

**Ratios**

The following minimum adult ratios will ensure appropriate support and supervision of vulnerable groups at all times:

 For children Foundation Stage: 1 adult: 4 children

Key Stage 1: 1 adult: 6 children

Key Stage 2: 1 adult: 10 children These ratios are for guidance only for groups of children and suitable levels of support should be determined in advance depending on the types of activity and needs of the group.

For groups of vulnerable adults, suitable levels of support should be agreed in advance with staff/carers. In all cases a minimum of two staff should be present – i.e. project leader from the the CFS and staff supporting their group. The Chevin Forest school will provide project leadership and co-ordination and will act in a supporting role in terms of welfare of the group to staff supporting their groups.

**Toileting**

Where possible only the group’s supporting staff or the child’s/adult’s parents may assist children with toileting.

**Photos**

Photos & Video Permission will be requested via pro forma consent for the Chevin Forest School staff to take photographs of participants for monitoring and evaluation purposes and suitable use in publications for leaflets/materials/website. Where permission is refused, we will aim to avoid photographing and videoing that child and blur out faces wherever they do appear in recorded material.

Recording & Reporting Appropriate steps will be taken where concerns arise regarding the safety of a participant. Concerns will be reported to a designated safeguarding person and we will ensure that disclosures are responded to sensitively and appropriately, in line with current best practise.

● Any concerns will be taken seriously and acted upon immediately

● Positive action will be taken to ensure the protection of participants who are subject to any concerns

● The safety of the rest of the group will be secured before taking further action if on site – if a crime has taken place call 999 and report this to the Police

● Implicated adult(s) will be encouraged to leave the group until the disclosure is officially cleared/action taken

● All appropriate staff/managers will be informed

● Relevant information/evidence will be recorded in an appropriate and cooperative manner

● In all child/vulnerable adult protection situations, confidentiality will be maintained at all times by disclosing information only to those who need to know NSPCC helpline can be used for children 08088005000 or the Care Quality Commission for vulnerable adults 03000616161 The Chevin Forest school will follow guidance provided by partner organisations and local authorities LCC