Safeguarding Policy

## Purpose

The purpose of this policy is to protect people, particularly children, at risk adults and beneficiaries of assistance, from any harm that may be caused due to their coming into contact with New Leaf Learning. This includes harm arising from:

* The conduct of staff or personnel associated with New Leaf Learning
* The design and implementation of New Leaf Learning’s programmes and activities

The policy lays out the commitments made by New Leaf Learning and informs staff and associated personnel[[1]](#footnote-1) of their responsibilities in relation to safeguarding.

We recognise that 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 have an equal right to protection from all types of harm or abuse.

## What is safeguarding?

In the UK, safeguarding means protecting peoples' health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect[[2]](#footnote-2)

In our sector, we understand it to mean protecting people, including children and at risk adults, from harm that arises from coming into contact with our staff or programmes.

Further definitions relating to safeguarding are provided in the glossary below.

## Scope

* All staff contracted by New Leaf Learning
* Associated personnel whilst engaged with work or visits related to New Leaf Learning, including but not limited to the following: consultants; volunteers; contractors; trustees; programme visitors including journalists, celebrities and politicians

## Policy Statement

NEW LEAF LEARNING believes that everyone we come into contact with, regardless of age, gender identity, disability, sexual orientation or ethnic origin has the right to be protected from all forms of harm, abuse, neglect and exploitation. NEW LEAF LEARNING will not tolerate abuse and exploitation by staff or associated personnel.

This policy will address the following areas of safeguarding child safeguarding, adult safeguarding, and protection from sexual exploitation and abuse. These key areas of safeguarding may have different policies and procedures associated with them.

NEW LEAF LEARNING commits to addressing safeguarding throughout its work, through the three pillars of prevention, reporting and response.

## Prevention

### NEW LEAF LEARNING responsibilities

NEW LEAF LEARNING will:

* Ensure all staff have access to, are familiar with, and know their responsibilities within this policy
* Design and undertake all its programmes and activities in a way that protects people from any risk of harm that may arise from their coming into contact with NEW LEAF LEARNING. This includes the way in which information about individuals in our programmes is gathered and communciated
* Implement stringent safeguarding procedures when recruiting, managing and deploying staff and associated personnel
* Ensure staff receive training on safeguarding at a level commensurate with their role in the organization
* Ensure that risk assessments are in place and clearly communicated, and that dynamic risk assessments are a matter of course
* Follow up on reports of safeguarding concerns promptly and according to due process

### Staff responsibilities

**Child safeguarding**

NEW LEAF LEARNING staff and associated personnel have a responsibility to report any identified safeguarding issue to the Designated Safeguarding Lead:

Alex Preston 07510 075644 [info@newleafl.com](mailto:info@newleafl.com)

*(DSL Training updated every 3 years due Nov 2024:* ***1st September 2021, updated following DSL training 15th November 2021***

***1st September 2022: Safeguarding and Child Protection: The Essentials (Safeguarding Training Centre)***

***The role of the DSL is to ensure that:***

* all staff have read the relevant documents,
* all staff and volunteers are DBS checked (currently by Roade Primary School)
* the single central record is up to date (held at Roade Primary School)
* disclosures and concerns about a child or young person are dealt with
* Managing allegations against staff and volunteers, and referring to the Local Area Designated Officer as appropriate and according to guidelines
* Recording concerns and information sharing
* Behaviour codes for children and young people
* Photography and sharing images
* Health and safety (in association with trustees)
* Induction, training, supervision and support
* Adult to child supervision ratios

Additionally, NEW LEAF LEARNING staff and associated personnel will:

* Contribute to creating and maintaining an environment that prevents safeguarding violations and promotes the implementation of the Safeguarding Policy
* Report any concerns or suspicions regarding safeguarding violations by a NEW LEAF LEARNING staff member or associated personnel to the DSL
* This policy statement should be read alongside our organisational policies, procedures, guidance and other related documents:

[**Keeping Children Safe In Education**](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2)**, 2015, updated 2022-\**All staff will read Part 1 at least, but will be encouraged to read the full document***

[**Working Together To Safeguard Children**](https://www.gov.uk/government/publications/working-together-to-safeguard-children--2) **, 2015, updated 2020 (Statutory guidance)**

[**The Children Act**](https://www.legislation.gov.uk/ukpga/1989/41/contents) **, 1989 (Statutory)**

[**The Education Act**](https://www.legislation.gov.uk/ukpga/2002/32/contents) **, 2002 (Statutory)**

[**Every Child Matters,**](https://www.legislation.gov.uk/ukpga/2006/21/contents) **2003 (Guidance)**

[**The Childcare Act**](https://www.legislation.gov.uk/ukpga/2006/21/contents)**, 2006 (Statutory)**

[**The Early Years Foundation Stage Statutory Framework**](https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2)**, updated 2022 (Statutory)**

[**Safeguarding Vulnerable Groups Act,**](https://www.legislation.gov.uk/ukpga/2006/47/contents) **2006 (Statutory):** *Includes Safer Recruitment and DBS*

[**Information Sharing**](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/721581/Information_sharing_advice_practitioners_safeguarding_services.pdf)**, 2018, (Advice)**

## Enabling reports

NEW LEAF LEARNING will ensure that safe, appropriate, accessible means of reporting safeguarding concerns are made available to staff and the communities we work with.

NEW LEAF LEARNING will also accept complaints from external sources such as members of the public, partners and official bodies.

### How to report a safeguarding concern

Staff members who have a complaint or concern relating to safeguarding should report it immediately to the DSL:

Alex Preston: 07510 075644 or [info@newleafl.com](mailto:info@newleafl.com) .

If the staff member does not feel comfortable reporting to the DSL (for example if they feel that the report will not be taken seriously, or if that person is implicated in the concern) they may report to the trustee responsible for Safeguarding, in writing:

Mark Currell: [currellmark@gmail.com](mailto:currellmark@gmail.com)

## Response

NEW LEAF LEARNING will follow up safeguarding reports as follows:

* Any concern will be document at a time as close to the initial report/incident as possible, this will be labelled with time, date and signed in the safeguarding log book which will be made available to the trustee responsible for safeguarding on request.
* Any concern will be reported to the child’s school DSL as necessary and a decision will be made about the next step
* Any concern that is of a serious nature, will be reported directly to the Multi Agency Safeguarding Hub (MASH, Northants) 0300 126 7000 out of hours contact: 01604 626938 in accordance with the NSCP Thresholds and Pathways Guidance 2022
* or where the child is at immediate risk of significant harm, the police: 999
* If needed, a joint decision may be made in collaboration and with support from safeguarding staff at Roade Primary School 01604 862309.

NEW LEAF LEARNING will apply appropriate disciplinary measures to staff found in breach of policy.

Confidentiality

It is essential that confidentiality in maintained at all stages of the process when dealing with safeguarding concerns. Information relating to the concern and subsequent case management should be shared on a need to know basis only, and should be kept secure at all times.

### Associated policies

Code of Conduct

Complaints Policy

Behaviour Policy

Data Protection Policy

Photography Policy

First Aid Policy

Other policies as appropriate

This policy will be reviewed at least once a year-due June 2024

**Signed:**

**Trustee Louisa Fowler**

**Date: 19/06/23**

1. See ‘Scope’ for definition of associated personnel [↑](#footnote-ref-1)
2. NHS ‘What is Safeguarding? Easy Read’ 2011 [↑](#footnote-ref-2)