



## Aims and Objectives

**All adults who are involved in activities organised by The Apple Tree are members, whether in a paid or voluntary capacity.**

As members, **we all have a duty** to keep all children and young people safe and to protect them from sexual, physical and emotional abuse, including neglect.

All adults working with children should be familiar with this policy and what to do if they have any concerns.

## Responsibilities

The Designated Safeguarding Lead for The Apple Tree is:

**Tara Johnson - 07748964201**

Deputy

**Gabrielle Lobb - 07946702141**

**Adults leading any activity in the Apple Tree will help keep children safe by:**

- Being familiar with this policy and knowing procedures/contacts etc
- Reading all supporting information and local guidance referred to in this policy
- Providing a safe environment to learn in
- Identifying and responding to children in need of support and/or protection
- Supporting children's development in ways which will foster a sense of self esteem and independence
- Fostering an environment in which every child feels valued and able to articulate their wishes and feelings, in their preferred method of communication, in an atmosphere of acceptance and trust

**All adults who come into contact with children should:**

Be alert to potential indicators of abuse or neglect;



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Be alert to the risks which individual abusers or potential abusers, may pose to children;

Be alert to the impact on the child of any concerns of abuse or maltreatment;

Be able to gather and analyse information as part of an assessment of the child's needs;

Be alert to the indicators of radicalisation.

See below for guidance on how to respond to abuse and neglect:

[https://www.proceduresonline.com/swcpp/bristol/p\\_respond\\_abuse\\_neg.html](https://www.proceduresonline.com/swcpp/bristol/p_respond_abuse_neg.html)

See link for guidance on protecting children from radicalisation:

[Protecting children from radicalisation | NSPCC](#)

[Welcome to the Keeping Bristol Safe Partnership website. \(bristolsafeguarding.org\)](#)

### **Confidentiality and Appropriate Disclosure of Information**

The law does not allow anyone to keep concerns relating to abuse to themselves. Therefore, confidentiality may not be maintained if the withholding of information will prejudice the welfare of the child.

### **Procedure for Disclosure**

The Apple Tree will treat any allegations seriously and sensitively. We will observe the guidance and procedures below when handling disclosure from a child.

[https://www.britishcouncil.org/sites/default/files/handling\\_disclosure\\_from\\_a\\_child\\_0.pdf](https://www.britishcouncil.org/sites/default/files/handling_disclosure_from_a_child_0.pdf)

### **Procedure for concerns and suspected abuse**

All disclosures must first be recorded (following guidelines below) and reported to the Designated Lead, Tara Johnson (or Deputy Lead Hiroka Dathan) or if you suspect that the child is in immediate danger, then call the police on 999.



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Members of public can also report concerns directly to **First Response**:

**Tel: 0117 903 6444**

<https://www.bristol.gov.uk/social-care-health/report-your-concerns-about-a-child>

Or call ChildLine for advice on - **0800 1111**

The Designated Lead will follow the local procedures **within 24 hours** in dealing with any concerns as set out below:

[https://www.proceduresonline.com/swcpp/bristol/p\\_respond\\_abuse\\_neg.html#6.-recognising-and-responding-to-concerns](https://www.proceduresonline.com/swcpp/bristol/p_respond_abuse_neg.html#6.-recognising-and-responding-to-concerns)

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/419604/What to do if you re worried a child is being abused.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf)

### Procedure for emergencies

If you think a child is in immediate danger you should telephone the **police on 999**. In all other circumstances you need to refer the matter to the safeguarding lead or to **First Response** as outlined above.

### Guidelines for recording concerns:

- the date and time of the incident/disclosure
- the date and time of the report
- the name and role of the person to whom the concern was originally reported and their contact details
- the name and role of the person making the report (if this is different to the above) and their contact details
- the names of all parties who were involved in the incident, including any witnesses



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- the name, age and any other relevant information about the child who is the subject of the concern (including information about their parents or carers and any siblings)
- what was said or done and by whom
- any action taken to look into the matter
- any further action taken (such as a referral being made)
- the reasons why the organisation decided not to refer those concerns to a statutory agency (if relevant).

Make sure the report is factual. Any interpretation or inference drawn from what was observed, said or alleged should be clearly reported as such.

The record should always be signed and dated by the person making the report.

### **Retention, storage and destruction of child protection records**

Records are compiled and labelled carefully and kept in a separate file for each child

Files containing sensitive or confidential data are kept securely, access is only allowed on a 'need to know' basis

A log is kept to show who has accessed the confidential files, when, and the titles of the files they have used

If appropriate, children and/or adults involved are informed what records we hold, why we need to hold them and who we might share their information with.

### **Procedures for dealing with allegations made against another adult**

If you suspect another adult of abuse or inappropriate behaviour, you should record your concerns and report them to the Designated Lead, Tara Johnson.



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If the concern is regarding the Designated Lead, the concerns should be reported to the Deputy Lead, Hiroka Dathan.

Ensure that during the remainder of the day, that particular adult is not left in sole charge of the children or any child.

The Designated Lead will follow the LADO's advice in dealing with the allegation and informing the child's parents/carers.

It may be clear in some cases that an immediate referral must be made to First Response or to the police for investigation. In addition, The Designated Lead will then contact the Local Authority Designated Officer (LADO) **within 24 hours** of receiving the report of an allegation.

### **Local Authority Designated Officer (LADO)**

**Telephone: 0117 903 7795**

Email: [childprotection@bristol.gov.uk](mailto:childprotection@bristol.gov.uk)

Online: <https://bristolsafeguarding.org/>

### **Additional information and guidance about LADO**

<https://bristolsafeguarding.org/media/io0plcx4/kbsp-allegations-management-guidance-document.pdf>

<https://bristolsafeguarding.org/media/ysjln0vs/employer-lado-leaflet.pdf>

Clear and comprehensive records will be kept of all allegations made against adults working or volunteering with children, including:

- what the allegations were
- how the allegations were followed up
- how things were resolved
- any action taken
- decisions reached about the person's suitability to work with children



## Recruitment of Tutors and assistants

The Apple Tree is committed to ensure that people working with the children are safe to do so.

- All tutors and assistants who are paid for their role must be checked by the Disclosure and Barring Service, to be renewed every 3 years or enrolled on the update service and evidence of this provided to the Apple Tree.
- All tutors and assistants must declare all convictions/cautions incurred since DBS disclosure which may affect their suitability to work with children.
- All tutors and assistants should have received recent Child Protection training and be aware of local procedures and the Apple Tree policies and procedures. Tutors and assistants are responsible for undertaking their own training. They must be committed to updating their training at least every 3 years.

Those whose suitability has not been checked will not be allowed to have unsupervised contact with any of the children.

A record of those who have a valid DBS check will be kept by the Designated Lead, together with the unique reference number of the DBS disclosure and the date on which it was obtained. Record kept of date of last training.

Where necessary, the group should follow safer recruitment procedures set out by the NSPCC:

<https://learning.nspcc.org.uk/safeguarding-child-protection/safer-recruitment>

## Parent-led activities

Parents acting as Lead Adults will not be acting as volunteers on behalf of the group but as parent members of the Co-Creative Steiner Project. All parents should ensure that they are happy to leave their children with that Lead Adult and take responsibility for the safety of their children in the same way that they would if leaving their child with any other adult.

Procedures for joining the membership as a parent:



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- Upon joining the Apple Tree membership, all parents are required to read this policy and sign to say that they have done so.
- Only those who are members must have contact with children in the group.
- All parents helping within the groups should be familiar with the Apple Tree safeguarding procedures and how to report concerns. Parents are encouraged to attend safeguarding training, particularly those who have direct contact with groups of children. It is the individual group's responsibility to ensure that all parents and tutors are aware of the correct procedures to follow, by ensuring that they have access to this policy and other relevant information.
- Adults working with children must not allow unsupervised contact with any of the children with people (whether presenting as parents or family members or not) who are not already known to the adults leading the group.
- In order to ensure the safety of the children in the group, **do not give out anyone else's contact details or add anyone to the Apple Tree Lists without first checking that they are a member of the Apple Tree (and have signed the membership form)**. Only the parents who normally live with the child should be added as a member, unless the primary carer gives permission for them to be added.
- If you have any concerns about another parent, this must be reported to the Designated Lead, Tara Johnston.

### ARRIVAL AND DEPARTURES OF CHILDREN AND PARENTS/CARERS

Tutors will maintain daily contact with parents in each group to confirm attendance on any given day.

#### Departure of Children

- **Parents have a responsibility to let the tutors know if they do not wish their child to be collected by adult/s whether within their own family or within the group.**
- As a community group, we share the care of the children and collection by parents within the group will be accepted by tutors.



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- If tutors do not recognise the person collecting the child, they must check who they are and ask for proof of identity. If there is any doubt, the child's parent/carer must be contacted and the child will not be allowed to leave.

### Contact

Please contact a member of the oversight team if you have any suggested changes to this policy or comments or questions related to it, at [theappletreebristol@gmail.com](mailto:theappletreebristol@gmail.com)

### Reviewed January 2024

Tara Johnson

Gabrielle Lobb

Next review due: October 2025