



## **Forest Facility Safeguarding Policy**

### **1. Policy Statement**

Forest Facility is committed to creating a safe, welcoming, and inclusive environment for all visitors. We recognise our responsibility to safeguard and promote the welfare of children, young people, and vulnerable adults by protecting them from harm.

This policy outlines our approach to safeguarding and the responsibilities of all staff, volunteers, and visitors.

### **2. Scope of the Policy**

This policy applies to:

- All staff (permanent, temporary, freelance)
- Volunteers and apprentices
- Contractors and third-party providers working on site
- All visitors and participants in activities and events

### **3. Designated Safeguarding Lead (DSL)**

Our Designated Safeguarding Lead is:

Name: Sarah King

Email: [info@forestfacility.com](mailto:info@forestfacility.com)

Phone: 01780 693043

In the DSL's absence, safeguarding concerns should be referred to a deputy DSL or the relevant local authority. The deputy DSL are Darren Grigas and Lucy Metcalfe.

### **4. Key Principles**

We believe that:

- Everyone has a right to be safe
- The welfare of the child or vulnerable person is paramount
- All concerns and allegations must be taken seriously
- Good safeguarding practice is everyone's responsibility



## **5. Code of Conduct**

All Forest Facility team members must:

- Treat all participants with respect and dignity
- Listen actively and never belittle or ridicule
- Avoid unnecessary physical contact
- Never be alone with a child or vulnerable person out of sight of others
- Report any concerns or disclosures immediately

## **6. Recognising Abuse**

Abuse can take many forms:

- Physical (e.g., hitting, pushing)
- Emotional (e.g., threats, belittling)
- Sexual (e.g., inappropriate touching or language)
- Neglect (e.g., failure to provide adequate care or supervision)

Staff should be alert to signs and changes in behaviour.

## **7. Reporting Concerns**

If a child or adult discloses abuse or you suspect something is wrong:

- Stay calm and listen without judgment
- Do not promise confidentiality – explain you may need to share it
- Record the concern (what was said, by whom, when)
- Contact the DSL as soon as possible

In an emergency, contact the police or social services directly.

## **8. Safer Recruitment**

Forest Facility will:

- Carry out DBS checks for all roles working with children
- Obtain references for all new staff and volunteers
- Provide safeguarding training during onboarding

## **9. Training & Review**

- All team members will receive safeguarding training appropriate to their role
- This policy will be reviewed annually or in response to changes in legislation or serious incidents



## **10. Contact Information**

Local Safeguarding Children Partnership (LSCP): Cambridgeshire & Peterborough

Safeguarding Partnership

[www.safeguardingcambspeterborough.org.uk](http://www.safeguardingcambspeterborough.org.uk)

NSPCC Helpline: 0808 800 5000 - Police (non-emergency): 101 - In an emergency: Call 999