



Safeguarding Policy

1. Introduction

1.1 Purpose

The purpose of this safeguarding policy is to ensure the protection and safety of all children and young people participating in the Willow Tree Community Classroom activities. This document outlines the mechanisms for safeguarding, including the prevention, identification, and response to any instances of abuse or neglect.

1.2 Scope

This policy applies to all staff, volunteers, and participants involved in educational activities conducted at Willow Tree. This includes our weekday learning sessions, after-school activity clubs, and any learning environments managed by Willow Tree.

1.3 Legal Framework

The development and enforcement of this safeguarding policy are in line with the Children Act 1989, the Protection of Children Act 1999, the Education Act 2002, and the Safeguarding Vulnerable Groups Act 2006. Further guidance is taken from the DfE's "Keeping Children Safe in Education."

2. Policy Objectives

2.1 Ensuring Safety

To establish a secure environment where children and young people can participate in educational activities without facing risks to their well-being.

2.2 Promoting Awareness

To foster an environment where all stakeholders are aware of the importance of safeguarding and are equipped with the knowledge to recognise and respond to potential safeguarding concerns.

2.3 Establishing Clear Expectations

To set forth unequivocal standards of behaviour and operational protocols which all staff and volunteers must follow to ensure consistent and effective safeguarding practices.



3. Staff and Volunteers

3.1 Recruitment

All staff and volunteers are subject to comprehensive screening processes, including Enhanced DBS checks. The recruitment process will verify the suitability of individuals working with children, emphasizing safeguarding procedures and adherence to our policies.

3.2 Training

Mandatory training on safeguarding practices will be provided to all staff and volunteers. This includes annual updates in policy changes, identification of abuse signs, and legal obligations.

3.3 Codes of Conduct

Clear codes of conduct regarding professional behaviour and boundaries are provided, stressing respect, integrity, and confidentiality in all interactions involving children.

4. Procedures for Managing Concerns

4.1 Identifying Concerns

Staff and volunteers will be trained to identify signs of abuse or neglect and understand the appropriate channels through which these concerns can be escalated.

4.2 Reporting Concerns

A clear process for reporting safeguarding issues is established, detailing who within the organization should be contacted, the immediacy of reporting, and subsequent steps. External reporting to authorities will be done in accordance with statutory obligations.

4.3 Recording Information

All concerns, reports, and observations should be documented clearly and comprehensively. Records must be stored securely in compliance with GDPR and only accessible to authorized personnel.



5. Communication

5.1 Information Sharing

Guidelines for the sharing of information about safeguarding concerns are established to ensure that all relevant parties communicate effectively, while respecting confidentiality and the legal rights of individuals.

5.2 Confidentiality

Confidentiality protocols clearly outline when information can be shared outside the organization, balancing the need to protect children with legal and ethical boundaries.

6. Parental Involvement

6.1 Engaging with Parents

Parents and guardians will be involved in safeguarding processes as appropriate, ensuring they are informed and supportive of protocols that affect their children.

6.2 Parental Consent

Informed consent from parents or guardians will be required for participation in all activities organized by Willow Tree Community Classroom, with details on the nature of activities and any potential risks.

7. Policy Review and Monitoring

7.1 Regular Reviews

This policy will be reviewed annually to ensure relevance and effectiveness, with amendments as required based on feedback from staff, participants, and changes in legal or operational contexts.

7.2 Amendments

Any amendments to the policy will follow a clear process, involving consultation with key stakeholders, and will be communicated effectively to ensure all parties are aware of the changes.



8. Links to Other Policies

8.1 Associated Policies

This policy is part of a broader safeguarding framework that includes linked policies such as Health and Safety, Anti-Bullying, Equal Opportunities, and Complaints Procedures, ensuring a comprehensive approach to the protection of children.

By adhering to these guidelines and procedures, we commit to maintaining the highest standards of safeguarding for all children engaged in our educational programs.