



We Be Kids
Where Wellbeing & Nature Connect

Policies and Procedures

We Be Kids is a registered CIC, we are dedicated to creating resources, events and training that promote positive wellbeing through nature connection and the 5 ways to wellbeing.

Registered CIC No. 13308671

Connecting people with nature is more than taking an occasional walk; it's providing opportunities for them to notice the beauty, feel awed by the changing seasons and build an emotional connection with Nature. When we can provide opportunities for this to happen, we create a gateway to better wellbeing for people and planet.

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Vision and Philosophy

We Be Kids is a registered community interest company. Our main aim is to provide free activities that help people of all ages connect with nature and boost their wellbeing. We are dedicated to removing *all* barriers that prevent people from accessing the wholesome benefits associated with spending time in nature.



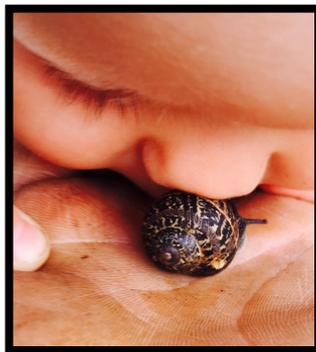
We Be Kids follow a really simple 1,2,3,4,5 model that helps families take positive strides towards boosting their wellbeing:

1. We have **1** main aim: to connect people with nature and help them improve their wellbeing.
2. We define wellbeing as **2** things: 'eudemonic wellbeing'- being happy or content as a result of having purpose, and 'hedonic wellbeing' feeling happy or content through joyful experiences.
3. We believe wellbeing is accessible through building **3** connections: connections with self, nature and community.
4. We provide opportunities to do this through **4** modes: nature art, nature crafts, yoga and mindfulness and storytelling.
5. We combine nature connection and the **5** ways to wellbeing (practice kindness; think community; be mindful; keep learning and get active).

Principles we believe:

1. Wellbeing & Nature Connection for all regardless of ability, race, age, socio-economic status or gender.
2. Nature Connection and Wellbeing sessions should be organised and run by trained and qualified leaders.
3. Nature Connection brings people closer to the areas they live and help them build a stronger connection with place and community.
4. Nature Connection helps participants to understand, appreciate and care for the natural environment.
5. Nature Connection is an excellent way of engaging participant with nature, building community and supporting self-directed participant centred learning that contributes to positive wellbeing.
6. Nature Connection and spending time in nature with enthusiastic, skilled and knowledgeable adults has positive effects on the wellbeing of people of all ages.
7. Everybody should have the ability to connect simply with nature as a way of improving their wellbeing.

Teaching a participant to love & care for a snail is as important for the participant as it is for the snail.



We believe that nature connection is the gateway to helping people develop improve their wellbeing and develop pro-environmental behaviours.

Equal Opportunities Policy

In line with the We Be Kids CIC values and the legal requirements of the *Equality Act 2010* all staff are committed to creating an inclusive culture, to tackle discrimination, promote equality and diversity and provide equality of opportunity. To We Be Kids CIC, this means that we will:

- Uphold the ethos of We Be Kids CIC and encourage participants and leaders to respect everyone for their individuality, showing respect and tolerance for others religious beliefs, values and special needs.
- Provide good role models and inclusive session planning; staff will demonstrate positive acceptance, introduce themes to develop an understanding of the world around us and the varied cultures within it.
- Cater for any special dietary needs.
- Not tolerate any discriminatory remarks.
- Regard all participant as special and individual and that individuality should be recognised and valued.
- Ensure that inclusion and equality run through all activities.
- Ensure that each participant is encouraged to succeed and proactive strategies will be used to ensure success at whatever level the participant is able to reach.
- Not discriminate against a participant with a disability or refuse a participant entry to We Be Kids CIC because of any disability but will instead adapt and make reasonable adjustments to enable inclusion.

At We Be Kids CIC this means we promote the inclusion of all participants into our sessions and we will endeavour to ensure that the opportunities for learning, development and participation are available to everyone, irrespective of gender, race, ability, religion, sexual orientation or age.

We Be Kids is committed to developing an organisation that is free from all forms of unlawful or unjustifiable discrimination. This policy applies to all staff in all of their activities on behalf of We Be Kids CIC.

Our vision is to support health and wellbeing for all. This includes:

- Aiming to provide for the needs of all groups in society who may wish to access our sessions.
- Treating people with equality and valuing diversity.
- Building strong, cohesive communities.
- Helping individuals reach their full potential.
- Listening to participants of our sessions, their families and other stakeholders members whether they are geographical or communities of interest.

Safeguarding Policy

Introduction

We Be Kids CIC makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe. This policy is one of a series in We Be Kids CIC's integrated safeguarding portfolio. We Be Kids CIC's safeguarding arrangements are agreed with and by the associated partner organisations with which we work.

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all participants. We endeavour to provide a safe and welcoming environment where participants are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that participants receive effective support, protection and justice.

The procedures contained in this policy apply to all staff, volunteers and partners and are consistent with those of **safeguarding children partnership arrangements for Blackburn, Darwen, Blackpool and Lancashire**

We Be Kids CIC comes into contact with participants and / or vulnerable adults through the following activities:

- Delivery of services through large outdoor programmes and / or events.
- Delivery of 'pop up' outdoor programmes and / or events.
- Delivery of smaller outdoor programmes through a series of sessions.
- Delivery of outdoor programmes and nature-based activities in schools.
- Delivery of outdoor programmes and nature-based activities on behalf of other third party organisations.
- Delivery of online activities and live events.

The types of contact with participants and / or vulnerable adults will be regulated and controlled activities. They are not likely to include any 'intensive contact' with the We Be Kids CIC Directors and / or delivery team due to the project-based nature of the work.

This policy seeks to ensure that We Be Kids CIC undertakes its responsibilities with regard to protection of participants and / or vulnerable adults and will respond to concerns appropriately. The policy establishes a framework to support the delivery team in their practices and clarifies the organisation's expectations.

Policy principles

- We Be Kids CIC's responsibility to safeguard and promote the welfare of participants is of paramount importance.
- All participants, regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.
- Participants who are safe and feel safe are better equipped to learn.
- We Be Kids CIC is committed to safeguarding and promoting the welfare of participants and young people and expects the delivery team, including any volunteers to share this commitment. Representatives of the whole organisation's community of participants, parents, school staff, partner organisation staff and volunteers will therefore be involved in reviewing, shaping and developing We Be Kids CIC's safeguarding arrangements and child protection policy.
- All staff have an equal responsibility to act on any suspicion or disclosure that may suggest a child is at risk of harm at home, in the community or at We Be Kids CIC.

- All staff members will maintain an attitude of *'it could happen here'* where safeguarding is concerned. When concerned about the welfare of a child, staff members should always act in the interests of the child.
- If, at any point, there is a risk of immediate serious harm to a child a referral will be made to the associated school/organisation Designated Safeguarding Lead (DSL) following their safeguarding and child protection policy involving We Be Kids CIC DSL.
 - If needed the police would be the first point of call to ensure child protection.
 - **Anybody can make a referral.**
 - If the child's situation does not appear to be improving, any We Be Kids CIC delivery team member with concerns should press for reconsideration.
- If a member of the We Be Kids CIC delivery team remains concerned about a child, they can discuss their concerns with the Director or another DSL.
- Participants and staff involved in child protection issues will receive appropriate support.
- This policy will be reviewed at least annually unless an incident, new legislation or guidance suggests the need for an interim review.

We Be Kids CIC Safeguarding Policy Commitments

- 1. Building a culture of safety** in which participants are protected from abuse and harm in all areas of our service delivery.
- 2. Responding promptly and appropriately** to all incidents, allegations or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in 'What to do if you're worried a child is being abused' (HMG 2015).
- 3. Promoting awareness** of child abuse issues throughout our training and learning programmes for adults. We are also committed to empowering all participants, promoting their right to be strong, resilient and listened to.

Legislation

Primary legislation

- Working Together to Safeguard Participants (2018)
- Keeping Participants Safe in Education (2019)
- The Education Act (2002)
- The Participants Act (1989 s47)
- The Participants Act [Every Child Matters] (2004)
- Childcare Act 2006
- Protection of Participants Act (1999)
- Safeguarding Vulnerable Groups Act (2006)

Secondary legislation

- Sexual Offences Act (2003)
- Criminal Justice and Court Services Act (2000)
- Equalities Act (2010)
- Data Protection Act (1998) Non Statutory Guidance
- Childcare (Disqualification) Regulations 2009
- Participants and Families Act 2014

- Serious Crime Act 2015

Further guidance

- What to do if you're Worried a Child is Being Abused (DfE 2015)
- Framework for the Assessment of Participants in Need and their Families (DoH 2000)
- The Common Assessment Framework for Participants and Young People: A Guide for Practitioners (CWDC 2010)
- Statutory guidance on making arrangements to safeguard and promote the welfare of participants under section 11 of the Participants Act 2004 (HMG 2007)
- Information Sharing: Guidance for Practitioners providing Safeguarding Services (DfE 2015)
- Disclosure and Barring Service: www.gov.uk/disclosure-barring-service-check

Other supporting documents

The We Be Kids CIC Safeguarding Policy should be read alongside our other policies, procedures and guidance outlined in this document.

Other supporting documents include:

- We Be Kids CIC Handbook
- We Be Kids CIC Code of Conduct for We Be Kids CIC delivery team (including Volunteers)

We Be Kids CIC is also working on developing and implementing the following additional supporting documents to be put into practice in September 2022:

- *Safer recruitment*
- *Online safety*
- *Anti-bullying*

Definitions

Safeguarding is about embedding practices throughout We Be Kids CIC to ensure the protection of participants and / or vulnerable adults wherever possible. In contrast, child and adult protection is about responding to circumstances that arise.

We Be Kids CIC recognises abuse as a selfish act of oppression and injustice, exploitation and manipulation of power by those in a position of authority. This can be caused by those inflicting harm or those who fail to act to prevent harm. We Be Kids CIC believes that abuse is not restricted to any socio-economic group, gender or culture and that it can take a number of forms, including the following:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Bullying
- Neglect
- Financial (or material) abuse

Child sexual exploitation

Child sexual exploitation (CSE) is a form of child sexual abuse. Sexual abuse may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside clothing. It may include non-contact activities, such as involving children in the production of sexual images, forcing children to look at sexual images or watch sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via the internet).

The definition of child sexual exploitation is as follows:

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology. This definition is used by the Department of Education in their Definition and Guide for Practitioners.

Recognising CSE can be very difficult to identify. Warning signs can easily be mistaken for 'normal' teenage behaviour and therefore the We Be Kids CiC delivery team will be mindful in their work of children and young people who display certain behaviours, for example:

- displaying inappropriate sexualised behaviour for their age
- being fearful of certain people and/or situations
- displaying significant changes in emotional wellbeing
- being isolated from peers/usual social networks
- being increasingly secretive
- having money or new things (such as clothes or a mobile phone) that they can't explain
- spending time with older individuals or groups
- being involved with gangs and/or gang fights
- having older boyfriends or girlfriends
- missing school and/or falling behind with schoolwork
- persistently returning home late
- returning home under the influence of drugs/alcohol
- going missing from home or care
- being involved in petty crime such as shoplifting
- spending a lot of time at hotels or places of concern, such as known brothels
- not knowing where they are, because they have been trafficked around the country (Department for Education, 2017).

We Be Kids CiC is aware that CSE can happen to any child or young person but recognises certain factors that may make a child or young person more vulnerable to CSE. These include:

- Low self-esteem or self-confidence.
- Lacking friends from the same age group.
- Being a young carer.
- Being in or leaving care.
- History of abuse, particularly sexual abuse.
- Recent bereavement or loss.
- Homelessness.

- Links to a gang through relatives, peers or intimate relationships.
- Living in a gang-affected neighbourhood (Department for Education, 2017).
- Belonging to the LGBTQ+ community.

We Be Kids CiC is committed to raising awareness of CSE in their culture of safety (see Key Commitment 1 below) and to act on any concerns about CSE within the procedures outlined in this Safeguarding Policy.

Child Trafficking

Child trafficking is child abuse. It's defined as recruiting, moving, receiving and harbouring children for the purpose of exploitation (HM Department for Education (DfE) and Home Office, 2011; Department of Health, Social Services and Public Safety and Police Service of Northern Ireland, 2011; Scottish Government, 2013; Wales Safeguarding Procedures Project Board, 2020). Child trafficking is a form of modern slavery (HM Government, 2014).

Many children are trafficked into the UK from overseas, but children can also be trafficked from one part of the UK to another.

We Be Kids CiC recognises that children are trafficked for:

- child sexual exploitation
- criminal activity, including:
 - cannabis cultivation
 - street crime - such as pickpocketing, begging and bag theft
 - moving drugs
 - benefit fraud
 - immigration fraud
 - selling pirated goods, such as DVDs
 - forced marriage
 - domestic servitude, including:
 - cleaning
 - childcare
 - cooking
- forced labour, including working in:
 - restaurants
 - nail bars
 - factories
 - agriculture
- illegal adoption
- unreported private fostering arrangements (for any exploitative purpose).

This list is not exhaustive and children who are trafficked are often exploited in more than one way.

We Be Kids CiC recognises that child trafficking has wide reaching effects on children and that trafficked children may experience other forms of abuse and neglect that impact on their physical and mental health and social and emotional development. These include:

- sexual abuse and exploitation
- physical abuse
- emotional abuse
- neglect.

Recognising children who are trafficked can be very difficult as they are often intentionally hidden and isolated from the services and communities who can identify and protect them.

While identification may be difficult, there will be signs that you can watch for Children who have been trafficked or are at risk of being trafficked may:

- have to do excessive housework chores
- rarely leave the house and have limited freedom of movement
- not have any documents (or have falsified documents)
- give a prepared story which is very similar to stories given by other Participants
- be unable or reluctant to give details of accommodation or personal details
- not be registered with a school or a GP practice
- have a history with missing links and unexplained moves
- be cared for by adults who are not their parents or carers
- not have a good quality relationship with their adult carers
- be one among a number of unrelated children found at one address
- receive unexplained or unidentified phone calls whilst in a care placement or temporary accommodation (Department for Education and Home Office, 2011).

We Be Kids CiC is aware that trafficking can happen to any child or young person but recognises that child or young person may be more vulnerable to trafficking if they come from an area where:

- there is poverty
- there is or has recently been a war
- education levels are low
- there is discrimination or persecution
- there is political conflict and economic uncertainty

(Department for Education and Home Office, 2011; Europol, 2011) Generally, human trafficking happens because of:

- demand for cheap or free labour
- inequalities between countries – such as different education or employment opportunities
- a lack of equal opportunities, discrimination or abuse (Europol, 2011)

We Be Kids CiC is committed to raising awareness of child trafficking in their culture of safety (see Key Commitment 1 below) and to act on any concerns about child trafficking within the procedures outlined in this Safeguarding Policy.

Prevent Duty Guidance

We Be Kids CiC will comply with the requirements of the duty of care guidance under section 26 of the Counter-Terrorism and Security Act, 2015.

The We Be Kids CiC Director and delivery team will receive training to ensure that they are:

1. Able to identify children who may be vulnerable to radicalisation.
2. Aware of what to do when they are identified.

We Be Kids CiC understands that they have a duty to protect children from the risk of radicalisation within their safeguarding duties and that it is similar in nature to protecting children from other harms.

The We Be Kids CiC Director and delivery team will complete training to raise awareness of radicalisation and what can be done to build resilience of those most at risk from being targeted.

Raising a Prevent Duty concern

If you have any concerns in the first instance contact a We Be Kids CiC DSL; we will then consider whether we will follow up by contacting Lancashire Council. Who We Be Kids CiC DSL will contact will depend on in which area the concern has arisen in.

All relevant contact details can be found here [Safeguarding Children in Lancashire](#)

Definition of a child

A child is under the age of 18 (as defined in the United Nations convention on the Rights of a Child).

Child protection

The processes undertaken to protect children who have been identified as suffering, or being at risk of suffering significant harm.

We Be Kids CIC delivery team

All those working for or on behalf of We Be Kids CiC, full time, part time, temporary or permanent, in either a paid or voluntary capacity.

Parent

The birth parents or other adults who are in a parenting role, for example step-parents, foster carers and adoptive parents.

School

The associated school and/or educational provision that child in question is registered with.

Safeguarding roles and responsibilities

The DSLs for We Be Kids CIC are:

- AnneMarie Trevena (Director)
Email: webehere@webekids.net Tel no: 07779 970162
- Danny English (Director)
Email: dannye103@hotmail.com Tel: 07863553039

Names of individuals	Role and associated responsibilities
Anne Marie Trevena	Designated Safeguarding Lead Designated Safeguarding Lead Experienced trained specialist: Training to follow)
Danny English	Experienced trained specialists having completed safeguarding training at least to Level 2 (Training to follow)
Outdoor Programme Leaders	Experienced trained specialist Completed safeguarding training at least to Level 2 Responsible for sharing safeguarding concerns with Safeguarding Designated following deliver of outdoor programmes, sessions and/or events
Outdoor Programme Facilitators	No formal safeguarding training but expected to protect all participants by abiding by the We Be Kids CIC Safeguarding Policy as outlined in induction
Specialist Instructor	One-off attendance at outdoor programmes, sessions and/or events No formal safeguarding training but expected to protect all participants by abiding by the We Be Kids CIC Safeguarding Policy as outlined in induction
Partner Organisation	One-off attendance at outdoor programmes, sessions and/or events No formal safeguarding training but expected to protect all participants by abiding by the We Be Kids CIC Safeguarding Policy as outlined in induction
Volunteers	One-off attendance at outdoor programmes, sessions and/or events No formal safeguarding training but expected to protect all participants by abiding by the We Be Kids CIC Safeguarding Policy as outlined in induction

Implementation stages

We Be Kids CIC uses the following procedures for all safeguarding concerns, these have been created to ensure we meet our three key commitments.

Key commitment 1

Building a culture of safety in which children are protected from abuse and harm in all areas of our service delivery.

- Our DSLs who deal with any safeguarding concerns are AnneMarie Trevena and Danny English. One of them will always be available at any one time.
- We ensure that all members of the We Be Kids CIC delivery team are inducted and trained to understand our safeguarding policies and procedures and that parents are made aware of them too.
- The We Be Kids CIC delivery team have up-to-date knowledge of safeguarding issues, are alert to the signs and indicators of abuse, and understand their professional duty to ensure safeguarding concerns are reported to the local authority children's social work team or the regional Multi Agency Safeguarding Hub (MASH).
- The We Be Kids CIC delivery team are confident to ask questions in relation to any safeguarding concerns and know not to just take things at face value but can be respectfully sceptical.
- Adequate and appropriate staffing resources are provided to meet the needs of children.
- We Be Kids CIC Director will complete safer recruitment training and will implement safer recruitment processes for the purpose of recruiting excellent quality members to the We Be Kids CIC delivery team.
- Applicants for posts within We Be Kids CIC are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- Enhanced criminal records and barred lists checks and other suitability checks are carried out for staff and volunteers prior to their post being confirmed, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
- Where applications are rejected based on information disclosed, applicants have the right to know and to challenge incorrect information.
- Enhanced criminal records and barred lists checks are carried out on anyone living or working on the premises.
- Volunteers do not work unsupervised.
- In a situation where a child requires intimate care (ie. toileting) the We Be Kids CIC delivery team will liaise with the child's school/family and follow their relevant policy.
- Information is recorded about staff qualifications, and the identity checks and vetting processes that have been completed including:
 - the criminal records disclosure reference number;
 - the date the disclosure was obtained; and details of who obtained it.
- All staff and volunteers are informed that they are expected to disclose any convictions, cautions, court orders or reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment with us).
- We notify the Disclosure and Barring Service of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of a child protection concern.
- Procedures are in place to record the details of visitors who engage in any of our regular sessions. They will be included in the register.
- Security steps are taken to ensure that no unauthorised person has unsupervised access to the children.
- Steps are taken to ensure children are not photographed or filmed on video for any other purpose than to record their participation in events organised by us. Parents sign a consent form to allow us to share any such media for marketing purposes. Parents can have access to records holding visual images of their child upon request.
- Any personal information is held securely and in line with data protection requirements and guidance from the Information Commissioner's Office (ICO).
- We keep a written record of all complaints and concerns including details of how they were responded to.

- We ensure that robust risk assessments are completed, that they are seen and signed by all relevant staff and that they are regularly reviewed and updated, in line with our health and safety policy.
- All staff will inform the designated officer at the first opportunity of every significant safeguarding concern.

Key commitment 2

Responding promptly and appropriately to all incidents, allegations or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in 'What to do if you're worried a child is being abused' (HMG 2015).

Responding to suspicions of abuse

- We acknowledge that abuse of children can take different forms.
- When children are suffering from physical, sexual or emotional abuse, or experiencing neglect, this may be demonstrated through:
 - significant changes in their behaviour;
 - deterioration in their general well-being;
 - their comments which may give cause for concern, or the things they say (direct or indirect disclosure);
 - changes in their appearance, their behaviour, or their play;
 - unexplained bruising, marks or signs of possible abuse or neglect; and
 - any reason to suspect neglect or abuse outside the setting.
- We consider factors affecting parental capacity and risk, such as social exclusion, domestic violence, parent's drug or alcohol abuse, mental or physical illness or parent's learning disability.
- We are aware that children's vulnerability is potentially increased when they are privately fostered and when we know that a child is being cared for under a private fostering arrangement, we inform our local authority children's social care department.
- We are aware of other factors that affect children's vulnerability such as, abuse of disabled children; fabricated or induced illness; child abuse linked to beliefs in spirit possession; sexual exploitation of children, child trafficking, Female Genital Mutilation and radicalisation; that may affect, or may have affected, children and young people using our provision.
- We also make ourselves aware that some children and young people are affected by gang activity, by complex, multiple or organised abuse, through forced marriage or honour based violence or may be victims of child trafficking. While this may be less likely to affect young children in our care, we may become aware of any of these factors affecting older children and young people who we may come into contact with.
- Where we believe that a child in our care or that is known to us may be affected by any of these factors we follow the procedures below for reporting child protection concerns and follow the Berkshire West Safeguarding Children Partnership (BWSCP) procedures.
- In the event that a staff member or volunteer is unhappy with the decision made of the designated person in relation to whether to make a safeguarding referral they must follow escalation procedures. Please refer to our Whistleblowing Guidance which is covered in our Code of Conduct Policy.
- We refer concerns to the local authority children's social care department and co-operate fully in any subsequent investigation. NB In some cases this may mean the police or another agency identified by the BWSCP.
- We take care not to influence the outcome either through the way we speak to children or by asking questions of children.

- We take account of the need to protect young people aged 16-19 as defined by the Children Act 1989. This may include students or school children on work placement, young employees or young parents. Where abuse is suspected we follow the procedure for reporting any other child protection concerns. The views of the young person will always be taken into account, but the setting may override the young person's refusal to consent to share information if it feels that it is necessary to prevent a crime from being committed or intervene where one may have been, or to prevent harm to a child or adult. Sharing confidential information without consent is done only where not sharing it could be worse than the outcome of having shared it.

Recording suspicions of abuse and disclosures

- Where a child makes comments to a member of staff that give cause for concern (disclosure), or a member of staff observes signs or signals that give cause for concern, such as significant changes in behaviour; deterioration in general well-being; unexplained bruising, marks or signs of possible abuse or neglect; that member of staff:
 - listens to the child, offers reassurance and gives assurance that she or he will take action;
 - does not question the child;
 - makes a written record that forms an objective record of the observation or disclosure that includes: the date and time of the observation or the disclosure; the exact words spoken by the child as far as possible; the name of the person to whom the concern was reported, with the date and time; and the names of any other person present at the time.
- These records are signed and dated and kept in the child's personal file, which is kept securely and confidentially.
- The member of staff acting as the 'designated officer' is informed of the issue immediately, they will alert social services if necessary and will file a written report within 48hrs.
- Where the Local Safeguarding Children Board stipulates the process for recording and sharing concerns, we include those procedures alongside this procedure and follow the steps set down by the Local Safeguarding Board.

Raising a safeguarding concern

If you have any concerns in the first instance contact a We Be Kids CIC DSL; the We Be Kids CIC DSL will then consider whether we will follow up by contacting:

Children's Services Support Hub and Multi Agency Safeguarding Hub (MASH)

Escalation process

- If we feel that a referral made has not been dealt with properly or that concerns are not being addressed or responded to, we will follow the Lancashire CC safeguarding escalation process.
- We will ensure that staff are aware of how to escalate concerns.

Informing parents

- Parents are normally the first point of contact. Concerns are discussed with parents to gain their view of events, unless it is felt that this may put the child in greater danger.
- Parents are informed when we make a record of concerns in their child's file and that we also make a note of any discussion we have with them regarding a concern.
- If a suspicion of abuse warrants referral to social care, parents are informed at the same time that the referral will be made, except where the guidance of the LCC does not allow this, for example,

where it is believed that the child may be placed in greater danger. This will usually be the case where the parent is the likely abuser.

- If there is a possibility that advising a parent beforehand may place a child at greater risk (or interfere with a police response) the designated person should seek advice from children's social work services, about whether or not to advise parents beforehand, and should record and follow the advice given.

Liaison with other agencies

- We work within the Local Safeguarding Children Board guidelines.
- The current version of 'What to do if you're worried a child is being abused' available for parents and staff and all staff are familiar with what they need to do if they have concerns.
- We have procedures for contacting the local authority regarding child protection issues.

Allegations against staff

- We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers during our sessions, which may include an allegation of abuse.
- We respond to any inappropriate behaviour displayed by members of staff, volunteer or visitor, which includes:
 - inappropriate sexual comments;
 - excessive one-to-one attention beyond the requirements of their usual role and responsibilities, or inappropriate sharing of images.
- We follow the guidance of the Local Safeguarding Children Board when responding to any complaint that a member of the We Be Kids CIC delivery team (including volunteers) during our sessions has abused a child.
- We ensure that the We Be Kids CIC delivery team (including volunteers) know how to raise concerns about a member of the delivery team and/or volunteers during our sessions. We respond to any concerns raised by the delivery team and volunteers. We make them aware of how to escalate their concerns if they are not satisfied with our response
- We respond to any disclosure by children or the delivery team that abuse by a member of the delivery team or volunteer during our sessions, may have taken, or is taking place, by first recording the details of any such alleged incident. We refer any such complaint immediately to the Local Authority Designated Officer (LADO) to investigate:

Tel: 0300 123 6722.

- We co-operate entirely with any investigation carried out by children's social care in conjunction with the police.
- Where the management team and children's social care agree it is appropriate in the circumstances, the member of staff or volunteer will be suspended for the duration of the investigation. This is not an indication of admission that the alleged incident has taken place, but is to protect the staff, as well as children and families throughout the process.

Disciplinary action

Where a member of the We Be Kids CIC delivery team (including volunteers) has been dismissed due to engaging in activities that caused concern for the safeguarding of children or vulnerable adults the We Be Kids CIC Director will notify the Disclosure and Barring Service of relevant information, so that individuals

who pose a threat to children and vulnerable groups can be identified and barred from working with these groups.

Key commitment 3

Promoting awareness of child abuse issues throughout our training and learning programmes for adults. We are also committed to empowering all children, promoting their right to be strong, resilient and listened to.

Training

- Training opportunities are sought for the We Be Kids CIC delivery team (including volunteers) to ensure that they are able to recognise the signs and indicators of possible physical abuse, emotional abuse, sexual abuse and neglect and that they are aware of the local authority guidelines for making referrals.
- Designated persons receive training in accordance with that recommended by the Local Safeguarding Children Board, every two years and refresh their knowledge and skills at least annually.
- We ensure that all staff know the procedures for reporting and recording any concerns they may have about the provision during induction, via the handbook and ongoing support.
- We ensure that all staff receive updates on safeguarding via emails, online training and or discussion staff meetings at least once a year.

Planning

- No child is left alone with staff or volunteers in a 1:1 situation without being visible to others.
- In a situation where a child requires intimate care (ie. toileting) the We Be Kids CIC delivery team will liaise with the child's school (where applicable) and follow their relevant policy, otherwise following the We Be Kids CIC toileting procedures within the Health and Safety Policy.

Confidentiality

- All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the Local Safeguarding Children Board

Support to families

- We believe in building trusting and supportive relationships with families and the We Be Kids CIC delivery team (including volunteers).
- We make clear to parents our role and responsibilities in relation to child protection. Such as for the reporting of concerns, information sharing, monitoring of the child, and liaising at all times with the local children's social care team.
- We would follow the Child Protection Plan as set by the child's Social Worker in relation to any tasks in supporting that of the child and their family, subsequent to any investigation.
- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child in accordance with the Confidentiality and Client Access to Records procedure and only if appropriate under the guidance of the Local Safeguarding Children Board.

Process for reporting safeguarding concerns

<i>The process outlined below details the stages involved in raising and reporting safeguarding concerns at We Be Kids CIC.</i>	
1	If there is immediate risk of harm, call the Police on 999.
2	Seek medical attention for the vulnerable person if needed.
3	Communicate your concerns with a DSL.
4	Discuss with parents/carers/school/partner organisation of child or vulnerable person if appropriate.
5	Obtain permission to make a referral if safe and appropriate; if needed seek advice from the safeguarding team at LCC Tel: 0300 123 6722
6	When reporting any concerns We Be Kids CIC will seek guidance and work in accordance with local authority policy and procedures alongside We Be Kids CIC policy and procedures.
7	If a We Be Kids CIC DSL and/or Director are implicated in the safeguarding concern then please refer/report any concern to the Local Area Designated Officer (LADO) on: Tel: 0300 123 6722.

Monitoring

We Be Kids CIC will monitor the following Safeguarding aspects:

- Safe recruitment practices
- DBS checks undertaken
- References applied for new members of the We Be Kids delivery team
- Records made and kept of team meetings
- Training – register/record of staff training on child/vulnerable adult protection
- Monitoring whether concerns are being reported and actioned
- Checking that policies are up to date and relevant
- Reviewing the current reporting procedure in place
- Presence and action of Designated Safeguarding Lead responsible for Safeguarding is in post

Conflict resolution and complaints

We Be Kids CIC is aware of the complaints policy and grievance procedures on resolution of professional disagreements in work relating to the safety of children. Complaints which escalate into a child protection concern will automatically be managed under We Be Kids CIC's child protection procedure by Director, Danny English.

Communicating and policy review

We Be Kids CIC will make the We Be Kids delivery team aware of this Safeguarding Policy through producing a specific delivery team handbook, providing thorough inductions and regular support.

We Be Kids CIC will include all relevant policies and procedures within this handbook which will be sent electronically or given in hard copy form.

Professional boundaries

We Be Kids CIC understands that in order to build strong professional relationships that it is important to understand, be aware of and continuously work on developing healthy professional boundaries.

Professional boundaries are what define the limits of a relationship between a member of the delivery team and a participant attending an outdoor programme, session and/or event. They are a set of standards set out in the Code of Conduct Policy that We Be Kids CIC Directors and the delivery team agree to uphold that allows this necessary and often close relationship to exist while ensuring good conduct and an excellent service provision is delivered.

Legal framework

This policy was adopted by	We Be Kids CIC
On	15/2/2022
Date to be reviewed	15/2/2023
Signed on behalf of the provider	
Name of signatory	Daniel English
Role of signatory (e.g. chair, director or owner)	DIRECTOR

Read and agreed on Feb 2022 by Danny English, AnneMarie Trevena

Child Protection Policy

- We work within the Lancashire County Council Safeguarding children guidelines.
- Applicants for posts within We Be Kids CIC are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974. Candidates are informed of the need to carry out checks before posts can be confirmed. Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.
- We abide by Ofsted requirements in respect of references and police checks for staff and volunteers, to ensure that no disqualified person or unfit person works at We Be Kids CIC or has access to the children. Non DBS checked volunteers do not work unsupervised and are never alone with child/ren except if they are a parent they can be alone with their own.
- We abide by the Protection of Children Act requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern.
- We have procedures for recording the details of visitors to We Be Kids CIC and take steps to ensure that no unauthorised person has unsupervised access to the children.
- While delivering Forest School and/or nature based activities for schools, we will always adhere to the individual school child protection policy.

Special Educational Needs and Disabilities (SEND) Policy

This policy is designed to promote the successful inclusion of pupils with special educational needs and disabilities at We Be Kids CIC **Forest School and/or nature connection sessions**.

At We Be Kids CIC we are committed to offering and providing an inclusive environment and related activities that will ensure the best possible progress for all participants whatever their needs or abilities. As an organisation, we believe a focus on outcomes is key to ensuring all participants succeed and provision is tailored to meet the varied needs of all participants.

The quality of delivery for participants with SEND is a core part of our overall ethos and values and we are committed to ongoing training and CPD for all staff to meet the needs of participants attending our sessions.

Definition of Special Educational Needs (SEND)

The SEND Code of Practice (Department for Education) provides the following definition:

“A child or young person has Special Educational Needs if they have a learning difficulty or disability which calls for special educational provision to be made for him or her.”

“A child of compulsory school age or a young person has a learning difficulty or disability if he or she has a significantly greater difficulty in learning than the majority of others of the same age, or has a disability which prevents or hinders him or her from making use of educational facilities of a kind generally provided for others of the same age in mainstream schools.”

We Be Kids CIC will use the SEND range descriptors based on national best practice to determine and describe the needs of children with SEND. They are based on the four areas of the SEND Code of Practice (2014/15):

- Communication and interaction (Autism Spectrum Disorders and Speech, Language and Communication Needs)
- Cognition and learning
- Social, emotional and mental health difficulties
- Sensory and/or physical (Hearing impairment, Visual impairment, Dual Sensory Needs, Physical and Medical Need)

Policy Aims

We Be Kids CIC aims to provide an inclusive environment for participants with special educational needs.

- We provide an inclusive learning programme to ensure the best possible progress for all our participants whatever their needs or abilities.
- To ensure all participants are included in every aspect of the session(s).
- We welcome children with special needs who can participate in We Be Kids CIC workshops and will make adjustments to the programme of activities to meet children’s specific needs.
- If a child has a one-to-one worker within the educational establishment it is expected that they would accompany the child. They would not be counted within staffing ratios.
- We recognise the developmental needs of a wide range of SLD children including gifted children and endeavour to meet them within the We Be Kids CIC workshop programme.

- To include parents in the planning and assessment for pupils with SEND and/or disabilities through effective communication.
- To promote effective partnership with key stakeholder and other external agencies.
- This policy has been developed in line with the new SEND and Disability Code of Practice 2014.

Behaviour Management Policy

The main goal

At We Be Kids CIC we recognise that to ensure participants feel safe, supported and good about themselves we must make every effort to foster a sense of connection and belonging.

The goal of this Behaviour Management Policy is to help learners manage their own behaviour to encourage a pro- social, pro-ecological and an all round positive fulfilling learning environment.

The values underpinning this policy assume that we all have the capacity to problem solve through difficult situations through respecting each other's needs and working together in a community focused and cohesive way.

Below is an outline of the key ways in which We Be Kids CIC expect adults to engage with participants whilst delivering outdoor programmes, sessions and/or events:

- **Develop positive relationships with the children in an authentic manner.**
- **Be prepared to model the behaviour that we aspire to see from the children.**
- **Be consistent in your approach.**
- **Treat all participants with respect, listening and giving children time and space to talk without interruption, not jumping to conclusions and not making judgements.**
- **Use a calm tone of voice; be firm where necessary and only shout if a child is in immediate danger.**
- **Avoid offering rewards and/or giving punishment and instead find other ways to acknowledge achievements and setbacks.**
- **Use empathy and compassion to defuse tricky situations, discuss and acknowledge feelings and needs and use this language as a way to find solutions.**

The We Be Kids CIC way - choice theory

Traditional rewards and punishments are not fitting with We Be Kids CIC outdoor programmes, sessions and/or events because they:

- *are a method of controlling behaviour management and they take away a child's **autonomy**. Autonomy is a basic need which gives individuals the **confidence** to make decisions about their own lives. When taken away it can impact on mental health.*
- *are likely based on adult's judgement of behaviour. This can lead to children thinking others' opinions of them are more important than their own, damaging **self-esteem**.*
- *can make children fear making mistakes so they are less likely to try something new. Teach children about themselves via considering personal gain, or loss. They do not foster understanding about what will happen to others or the impact on others - damaging **social and emotional intelligence**.*
- *teach children to obey, do as they are told, and not to question. This contradicts our aim to develop brains which are skilled in **problem solving and critical thinking**.*
- *teach children to comply, which can in some cases make children more **vulnerable** to abuse, as they may be less likely to protest or object when it comes from a person of authority.*

At We Be Kids CIC we believe that behaviour is how a person is acting and how we conduct ourselves outwardly to others. We accept that behaviour could be influenced by many things, including **intrinsic** (internal: cognitive, thinking and emotion: feeling) or **extrinsic** (external) influences (difficulties within friendship groups, challenges at home). At We Be Kids CIC we accept that these influences are only part of the story about the person's 'whole' behaviour.

The importance of choice theory

We Be Kids CIC aims to adopt Glasser's 7 *caring behaviours* in all our sessions.

7 caring behaviours

- Supporting
- Encouraging
- Listening
- Accepting
- Trusting
- Respecting
- Negotiating differences

At We Be Kids CIC we believe that **the only behaviour we can control is our own** and that all we can give others is information about how we feel and what we need. In this way we learn to acknowledge our feelings and take responsibility for taking care of ourselves. At We Be Kids CIC we strive to acknowledge the consequences of our behaviour and support children through the process of 'repair' should a difficult situation arise. The choice approach enables us to work with children's individual and group needs in a holistic and unique way.

Supporting stress related behaviours

The We Be Kids CIC delivery team will support children who are experiencing distress by following the Positive Behaviour Support (including Physical Interventions) Policy making use of proactive, active and reactive strategies relevant for that person at the time.

Training

- The We Be Kids CIC delivery team will act within the limits of their own training.
- The We Be Kid CIC delivery team will acknowledge when they are not able to support a situation due to lack of knowledge and/or skills.

Wherever possible, We Be Kids CIC staff are committed to avoid the use of physical interventions by employing the strategies as listed above in 'Supporting challenging behaviour' and will always refer to individual children's behaviour plans (where one is present) to ensure individualised support.

Communication

Communication about specific incidents will be managed on a case-by-case basis and in-line with the We Be Kids CIC confidentiality policy.

Regular open and honest communication is expected between the We Be Kids CIC delivery team; should communication break-down between staff members in the first instance the people involved should try to resolve the issue/s 1:1.

Positive Behaviour Support (including Physical Interventions)

We Be Kids CIC is committed to:

- Building positive relationships with all participants thus fostering positive behaviour support and emotional regulation as an integral component of every outdoor programme, session and/or event.
- Ensuring and maintaining a safe working environment for everyone.
- The safety and welfare of all participants.

To fulfil these commitments, We Be Kids CIC has agreed a Behaviour Management Policy which must be read and used in conjunction with this Positive Behaviour Support (including Physical Interventions) policy.

The We Be Kids delivery team are not trained in using any physical interventions and therefore their approach in outdoor programmes and/or sessions is grounded in positive behaviour support which aims to focus on the recognition of and appropriate de-escalation of stress related behaviours.

The We Be Kids CIC Director will be responsible for ensuring that staff adhere to, and parents/caregivers are aware of this policy. In addition they will ensure that any necessary training/awareness-raising takes place so that staff know their responsibilities.

The We Be Kids CIC Director will ensure that this policy is regularly reviewed to ensure it meets the changing needs of participants.

Procedures for dealing with stress related behaviours

We Be Kids CIC believes that all behaviour is communication and ultimately an expression of an unmet need. Therefore rather than seeing behaviour as a 'problem' that needs to be 'fixed' the We Be Kids CIC delivery team will always show compassion, understanding and kindness when dealing with stress related behaviours. This means that they are expected to use the following framework of proactive, active and reactive strategies to support a person experiencing stress / distress to enable a positive outcome.

The exception to this is when a child or vulnerable adult has expressed that they have specific needs and have individualised strategies (e.g. in the form of a behaviour support plan) that work for them - in this instance, these must always be used first. In addition, where a parent or caregiver is present or near to the site of the outdoor programme, session and / or event they should be called as soon as possible to support de-escalation. We Be Kids CIC recognises the important role family, friends and loved ones play in a person's life in terms of communication, safety and comfort.

Proactive	Active	Reactive
<ul style="list-style-type: none"> • being aware of triggers • avoiding known triggers • good observation skills, noticing subtle changes in other persons behaviour and/or body movements • being aware of your own body language and position • clear communication • clear, explicit expectations • routines and structure (where necessary for the person) • maintaining professional boundaries 	<ul style="list-style-type: none"> • empathising with the person, acknowledging feelings and naming them out loud • distraction • redirection • reduce demands • giving the person space • offering a quiet/safe place (if one is available) • offering to move and/or provide sensory input, e.g. take a walk, swing in a hammock • offering to reduce sensory input • give the person the tangible thing they want 	<ul style="list-style-type: none"> • breathing techniques (or another calming strategy) if available/known • remove yourself (withdraw)

Procedure for when proactive, active and reactive measures have been exhausted:

1. Refer to the specific site Emergency Action Plan.
2. If the person involved is at school then their teacher shall be informed and asked to help.
3. If the person involved is attending the session unaccompanied the Outdoor Programme Leader will call their parent/carer using the contact details provided.
4. If no contact details have been provided then the local Community Police team will be contacted instead for support. Each site emergency action plan states the contact details of the local Community Police team for such situations.
5. In the event of a serious incident call 999.

Procedure for recording incidents:

At the earliest convenience the Outdoor Programme Leader should complete the incident management report with as much detail as possible and submit it to the We Be Kids CIC Director by email which will be reviewed before debrief/review.

Procedure for reviewing incidents including debriefs for staff:

The Outdoor Programme Leader and any other members of the We Be Kids delivery team involved in or affected by the incident will be offered a debrief with the We Be Kids CIC Director.

Medication Management Policy

It is not our policy to care for sick children (who should remain at home until they are well enough to attend), however, should a child need to take medication during an outdoor programme and/or session that is being delivered in a school setting then the school will remain responsible for supporting the child with medication needs and follow their own policy and procedures accordingly.

Where a child attends a We Be Kids CIC outdoor programme and/or session with their parent(s)/caregiver(s) then they will remain responsible for supporting their child with medication needs.

Where an unaccompanied child attends a We Be Kids CIC outdoor programme and/or session then WE Be Kids CIC will not take on any responsibility with regards to their medication needs, however, would call their parent(s)/caregiver(s) if their contact details were available in an emergency situation.

Data Protection, Information Sharing and Confidentiality Policy

Data Protection Policy

The UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 supersede the Data Protection Act 1998. Practitioners working with We Be Kids CIC must have due regard to the relevant data protection principles which allow them to share personal information.

It is important however, that practitioners understand the data protection principles which allow them to share personal information. The UK GDPR and Data Protection Act 2018 emphasise the need for organisations to be transparent and accountable in relation to their use of data. All organisations handling personal data must ensure they have comprehensive and proportionate arrangements for collecting, storing, and sharing information. This also includes arrangements on informing people about the information they will collect and how this may be shared.

We Be Kids CIC is a Data Controller for the purposes of the Data Protection Act 2018. We collect information from schools and parents/caregivers about the people who participate in We Be Kids CIC outdoor programmes, sessions and/or events.

We hold this personal data and use it to:

- support participants' teaching and learning;
- monitor and report on participants progress;
- reporting to our governing body (We Be Kids CIC directors, funders).
- parents/carers contact details
- participants dietary needs
- participants medical needs
- attendance information
- photo consent or refusal
- first aid consent or refusal
- agreement or disagreement to be kept informed of future workshops
- agreement or disagreement for information to be shared with partner organisations
- grant project reporting

Any partner organisation working with We Be Kids CIC wishing to access data from participants that have attended any of our events will only be able to do so with the agreement of the participant which will be sought in advance through the registration process.

Sometimes characteristics such as ethnic group and/or special educational needs are requested from schools and/or parents in order to report back to funding bodies who require this information. We will not give information about you to anyone outside We Be Kids CIC without your consent unless the law and our rules permit it.

We are required by law to pass some of your information to the Local Authority if requested.

Parents and carers can request to see a copy of the information we hold and share about their children by contacting We Be Kids CIC in writing at the following address:

1 Church Street, Newchurch, Rossendale, BB4 9EX

Information Sharing Policy

The seven golden rule for information sharing:

1. Remember that the UK GDPR, Data Protection Act 2018 and Human Rights laws are not barriers to justified information sharing but provide a framework to ensure that personal information about living individuals is shared appropriately;
2. Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so;
3. Seek advice from other practitioners or the We Be Kids CIC Director if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible;
4. Where possible share with consent and, where possible, respect the wishes of those who do not consent to having their information shared. Under the UK GDPR and Data Protection Act 2018 you may share information without consent if, in your judgement, there is a lawful reason to do so, such as where safety may be at risk. You will need to base your judgment on the facts of the case. When you are sharing or requesting personal information from someone, be clear of the basis upon which you are doing so. Where you do not have consent, be mindful that an individual might not expect information to be shared;
5. Consider safety and well-being: base your information sharing decisions on considerations of the safety and wellbeing of the individual and others who may be affected by their actions;
6. Necessary, proportionate, relevant, accurate, timely and secure: Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those people who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely (practitioners must always follow their organisation's policy on security for handling personal information);
7. Keep a record of your decision and the reasons for it - whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

Government Guidance relation to information sharing

***“Sharing information is an intrinsic part of any frontline practitioners’ job when working with children and young people. The decisions about how much information to share, with whom and when, can have a profound impact on individuals’ lives. Information sharing helps to ensure that an individual receives the right services at the right time and prevents a need from becoming more acute and difficult to meet.*”**

Poor or non-existent information sharing is a factor repeatedly identified as an issue in Serious Case Reviews (SCRs) carried out following the death of or serious injury to, a child. In some situations, sharing information can be the difference between life and death.”

Page 6: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/721581/Information_sharing_advice_practitioners_safeguarding_services.pdf

We Be Kids CIC does collect and store information on children and families for the purpose of their outdoor programmes, sessions and/or events. This information is usually held electronically which is accessible to different Outdoor Programme Leaders. Information may be shared face-to-face, over the telephone, via secure email or using *Wix* where bookings are taken.

We Be Kids CIC will adopt the procedure that whenever information is shared, a record of this will be made in a word processing document. This information should not be kept any longer than is necessary. In some rare circumstances, this may be indefinitely, but if this is the case, there should be a review process scheduled at regular intervals to ensure data is not retained where it is unnecessary to do so.

National Guidance on Sharing Information

Working Together to Safeguard Children states that:

"...all organisations and agencies should have arrangements in place that set out clearly the processes and the principles for sharing information. The arrangement should cover how information will be shared within their own organisation/agency; and with others who may be involved in a child's life;

...all practitioners should not assume that someone else will pass on information that they think may be critical to keeping a child safe. If a practitioner has concerns about a child's welfare and considers that they may be a child in need or that the child has suffered or is likely to suffer significant harm, then they should share the information with local authority children's social care and/or the police. All practitioners should be particularly alert to the importance of sharing information when a child moves from one local authority into another, due to the risk that knowledge pertinent to keeping a child safe could be lost."

Information Sharing: Advice for Practitioners Providing Safeguarding Services to Children, Young People, Parents and Carers supports frontline practitioners working in child or adult service who have to make decisions about sharing personal information on a case- by-case basis. The guidance can be used to supplement local guidance and encourage good practice in information sharing.

The UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018 ensure that personal information is obtained and processed fairly and lawfully; only disclosed in appropriate circumstances; is accurate, relevant and not held longer than necessary; and is kept securely.

They balance the rights of the information subject (the individual whom the information is about) with the need to share information about them.

Confidentiality Policy

All information concerning participants, former participants, our staff, volunteers, and financial data, and business records of We Be Kids CIC is confidential. 'Confidential' means that you are free to talk about We Be Kids CIC and about your program and your position, but you are not permitted to disclose participants' names or talk about them in ways that will make their identity known. No information may be released without appropriate authorisation. This is a basic component of We Be Kids CIC's ethos and values and general business ethics. The board of directors, We Be Kids delivery team and our participants rely on paid and volunteer staff to conform to this rule of confidentiality.

The We Be Kids delivery team will have access to information about participants and sometimes their parents/carers due to how information is collected and stored about attendees for outdoor programmes, sessions and/or events. This information is collected via Wix, for details about GDPR and data protection please see the Data Protection Policy.

We Be Kids CIC expects you to respect the privacy of participants and to maintain their personal and financial information as confidential. All records dealing with specific clients must be treated as confidential. General information, policy statements or statistical material that is not identified with any individual or family is not classified as confidential. The We Be Kids delivery team is responsible for maintaining the confidentiality of information relating to other staff members, volunteers, participants and their parent(s)/carer(s).

Failure to maintain confidentiality may result in termination of your services, or other corrective action. This policy is intended to protect you as well as We Be Kids CIC because in extreme cases, violations of this policy also may result in personal liability.

Confidentiality is the preservation of privileged information. By necessity personal and private information is disclosed in a professional working relationship. Part of what you learn is necessary to provide services to the participant(s) and/or their family; other information is shared within the development of a helping, trusting relationship. Therefore, most information gained about individual participants through an event is confidential in terms of the law, and disclosure could make you legally liable. Disclosure could also damage your relationship with the participant and/or their parent/carer and make it difficult to support the person during a session.

Health and Safety

We Be Kids CIC'S commitments

- Providing a healthy and safe environment for our staff and participants.
- The Health and Safety at Work Act 1974 and the Health and Safety Executive.
- Ensuring children, parents and staff are aware of health and safety issues at the beginning of every session with reminders throughout to minimise the hazards and risks to enable children to thrive.
- Everyone, on arrival, will be registered. A 'role call' will be used throughout the session to mitigate against the risk of a participant getting lost.
- Sensible health and safety management.

Sensible health and safety management at We Be KidsCIC

The Health and Safety Executive (HSE) states that:

"A sensible approach to health and safety in schools means focusing on how the real risks are managed."

"...guidance will help those responsible for managing health and safety in schools to strike the right balance, so that the real risks are managed and learning opportunities are experienced to the full."

"It is about creating a safe learning environment, giving pupils an appreciation of risk and how to deal with it. It means doing what is reasonably practicable to reduce significant risks by putting in place control measures to manage the real risks. It is not about the elimination of all risk."

The risk/benefit approach

We Be Kids CIC uses and advocates the risk/benefit approach to risk management. The risk/benefit approach offer outdoor programmes operates in line with the guidance of the HSE by:

- Ensuring real risks are highlighted and managed: rating risks simply as "unacceptable" or "acceptable" and clearly stating counter measures where necessary.
- Balancing the real risks against the benefits: this ensures the full learning opportunity can still be accessed.
- Including the children in dynamic risk assessment (see below): giving children the opportunity to be at the heart of their own risk/benefit analysis, working together (child:child or child:adult) to find safe solutions and/or alternatives.
- Using control measures as a way to mitigate risk, not eliminate it. The risk/benefit assessments cover many of the activities that we will be doing at Forest School, but the list is not exhaustive.

Alongside keeping up to date risk assessments the Outdoor Programme Leader will ensure that the following safety checks are completed:

- Site safety check prior to session.
- Relevant PPE in good condition and ready for use, including children wearing appropriate clothing.
- Counting in and out of the site.
- Reminding participants how to stay safe (e.g. prompts for pond, boundary, general site).

- Set up hand washing and encourage high hygiene standards.
- Tidying up, checking and storing equipment safety.
- Locking up/clearing the site to ensure it remains safe, and other children safe from site hazards.

We Be Kids CIC conducts thorough risk assessments to ensure that the individual and group needs are taken into account including differences in age and ability.

Dynamic risk assessment

In any nature-based setting, dynamic risk assessment is a form of risk management that is focused on using observations and reflecting in that moment, considering: are the benefits proportional to the risk?

The We Be Kids CIC delivery team are always expected to read the in-depth risk assessments of each venue where they are working *prior* to any outdoor programmes commencing. This will enable the delivery team to be aware of foreseen risks before the need for any dynamic risk assessment is required.

We Be Kids CIC understands that the clearer guidance there is to help us have a sense in common of what is expected, foreseen and acceptable, then the easier it is to give consistent messages to the children.

Ratios

We will always aim to run outdoor programmes with at least 2 members of our delivery team present and where possible, we will exceed this, particularly if we are:

- a long distance from public space
- planning to light a fire;
- working with particularly vulnerable groups;
- working with anyone who has special education needs and disabilities.

The We Be Kids delivery team are expected to:

- Read and understand the tool use/tool risk benefit assessment for more specific information regarding riskier activities before engaging any person in such an activity.
- Take into consideration the needs of individuals and the group before engaging in more risky activities.

Insurance

We Be Kids insurance covers:

- - £10,000,000 employers liability
- - £5,000,000 public liability
- - £5,000,000 products liability

The We Be Kids delivery team working as freelance practitioners and/or Assistants are expected to have their own public liability insurance in place before engaging with any outdoor programmes. Evidence of current insurance is required before any sessions can commence.

Extreme weather

Outdoor programmes and/or sessions will continue in all weathers, except high winds and thunderstorms. The Outdoor Programme Leader for the session will assess the wind speeds and/or thunderstorm risk.

Wind

In the event it is too dangerous to be amongst trees the session will move to a safer zone (e.g. a more open green space away from trees). Any action which involves moving the site of a session will require an updated site risk assessment and dynamic risk assessment which the Outdoor Programme Leader will carry out before the session or in the moment as needed.

Thunderstorm risk

We Be Kids CIC understands that thunderstorms can be very localised and as such the delivery team will always check the weather forecast before a session starts and consider a 'Plan B' if necessary.

We Be Kids CIC believes that the key to successfully managing risk in these circumstances is for the delivery team to understand how each site responds when thunderstorms occur locally and whether that increases the risk of the session being delivered at that time.

The We Be Kids delivery team will always seek shelter if caught out in a storm and stay there until 30 minutes after the lightning has passed. This ensures that any distant strikes at the beginning of the storm or trailing storm clouds at the back of the storm do not take anyone by surprise.

Controlled substances (COSHH)

We do not plan to have any controlled substances, other than petroleum jelly for fire lighting. When being used a minimal amount will be added to cotton wool to act as an accelerant for fire lighting. This will be kept in the Outdoor Programme Lead's fire lighting kit in their rucksack.

Sharps and other dangerous objects

In the event that a Programme Leader or any other member of the We Be Kids delivery team finds sharps, drug paraphernalia and/or any other dangerous objects they follow these steps:

1. Cordon off the area with tape.
2. Choose another location nearby in which to conduct the session.
3. Contact the local parks department who will deal with the matter within 24 hours.
4. Contact the local community police and relevant housing association.

Under no circumstances should the We Be Kids delivery team attempt to touch, move, clear and/or dispose of materials of this nature as We Be Kids CIC insurance does not cover this.

First Aid

There will always be a qualified outdoor first aider present with the group at any We Be Kids CIC outdoor programme or session. There will be a visible, fully stocked first aid kit, an emergency action plan, fully charged mobile phone with a signal and all members of the We Be Kids delivery team will know the whereabouts of the participants.

General procedures

Any injury requiring General Practitioner or hospital treatment to a child, parent, volunteer or member of the We Be Kids delivery team will be reported to the local office of the Health and Safety Executive.

The We Be Kids team must understand the first aid procedures for HIV and AIDS, the disposal of sanitary waste and uphold hygiene regulations accordingly as briefed during induction.

Protective equipment will be provided (e.g. hazardous waste bag, nitrile gloves) and must be used by staff when dealing with spills of bodily fluids.

Site and equipment are regularly checked for damage and/or hazards and will be dealt with accordingly and in a timely manner.

Good hygiene will be modelled to children including hand washing, covering mouths when sneezing/coughing, using paper towels to dry hands, disposing of tissues etc.

First aid kit locations

- **Sessions** - Outdoor Programme Leader carries a first aid kit in their rucksack.
- **Larger events** - First aid kit is kept securely at the Welcome Tent. If a leader is a distance from the Welcome Tent they also carry a first aid kit on their person.

Used items will be logged and replacements requested from the We Be Kids CIC Director Danny English.

First aid qualifications, roles and responsibilities in an emergency

Role	Qualification	Responsibilities
We Be Kids Outdoor Programme Leaders	(16 hour) Outdoor First Aid Training	<ul style="list-style-type: none"> • First to respond when First Aid is required. • Remind teaching staff to emergency contact and/or medical information.
We Be Kids Outdoor Programme Assistants	None, but all will be briefed on the accident/emergency, and first aid procedures.	<ul style="list-style-type: none"> • Depending on the situation/emergency: <ul style="list-style-type: none"> • continue session with the rest of the group • assist other children • distract the rest of the group • move others away from the area • work with other adults present to get the rest of the group back to school and/or another safe place
Teachers/ Partners	As per school requirements	<ul style="list-style-type: none"> • First to contact emergency services and subsequently the child's parents to alert them of the situation.
Volunteers	None, but all will be briefed on the accident/emergency, and first aid procedures.	

Content of safety bag

- First Aid Kit (including burns kit)
- Participants medications that are present (e.g. inhalers, epipens etc)
- Clean water
- Emergency Action Plan and Incident Forms
- Site Information and Risk Assessments

Access to medical information

Due to the dynamic nature of how and where We Be Kids CIC deliver their outdoor programmes and/or sessions, contact and medical information for participants is gathered and/or stored in various ways:

Location	Who is responsible	Procedure
Schools	Lead member of teaching staff	<ul style="list-style-type: none"> • Teaching staff collate and store relevant medical information and carry it with them as required.
Public park	We Be Kids delivery team	<ul style="list-style-type: none"> • Wristbands offered to unaccompanied children taking part so they can write their parents' telephone number on. • Form offered to unaccompanied children so they can take it home for parents to complete and bring back to the next event.

Large We Be Kids CIC events	We Be Kids delivery team	<ul style="list-style-type: none"> • Relevant medical information collated at the time of booking
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Administering medication

Where a child is required to take prescribed medication, the We Be Kids CIC Medication Management Policy will be followed and adhered to.

The We Be Kids delivery team is required to complete a Medical Declaration Form. If any member of the We Be Kids delivery team does not want to openly disclose any medical conditions, then their form should be completed, sealed in an envelope and kept with the medical bag and only opened in the event of an incident.

Toileting

Only persons who have been checked for criminal records by an enhanced disclosure from the Disclosure and Barring Service (DBS) will have unsupervised access to the children, including helping them with toileting. Where practical, the We Be Kids delivery team will also try to ensure that another adult is in the vicinity but accept this may not always be possible due to ratios for the activities happening in sessions.

If working with a school, toileting should always be dealt with by school staff not the We Be Kids delivery team.

Toileting procedure during an outdoor programme and/or session being held in a school:

- The children and adults will be encouraged to use the school (or public) toilet before the outdoor programme and/or session begins.
- Anyone requiring the toilet during an outdoor programme and/or session will be allowed back to the school (where feasible); the teacher or other member of school staff will escort them and count them back in when they return.

Toileting procedure during an outdoor programme and/or session in more wild spaces:

In the event that toileting needs arise when working off of school premises or away from public toilets the following procedures must be used:

- The We Be Kids delivery team will aim to support any child’s toileting needs with dignity and respect and whilst doing so minimising physical contact as much as is possible.
- In advance of the outdoor programme and/or sessions commencing and as part of the project planning, the We Be Kids CIC Director will have asked nearby locations such as local pubs, cafes, community centres for access to their toilets for the purpose of participants attending their event. Where permission is granted, this information will be shared with participants at the start of the outdoor programme and/or session.

Where access to a toilet is not possible due to the remote location We Be Kids will provide a portable flush toilet will be provided at every session. In order to assure the participant’s safety the following procedures will be in place:

- The toilet will always be enclosed in a tent with a secure door for privacy.
- The toilet will be approximated away from the main area.
- When participant visit the toilet, they will do so in pairs; one waiting outside while the other one

goes inside.

- Wipes and toilet roll will be provided along with a hand washing station.
- The toilet facility will be removed and emptied every night in conjunction with We Be Kids leave no trace policy.

Siting and Use of Fires

Fire is an integral part of any outdoor programme; it is guaranteed to spark creativity, curiosity and focus. We Be Kids CIC uses fires during sessions to enable the development of practical, social and emotional skills which contribute to positive outcomes for all involved.

When using fire in We Be Kids CIC outdoor programmes and/or sessions we will always:

- Seek permission from the landowner before proceeding.
- Ensure that only a Level 3 Forest School Leader takes overall responsibility for choice of fire location and group training.
- Open up the opportunity of a fire activity when the Forest School Leader deems the group ready.
- Keep at least a 5m diameter clear from vegetation around the fire area, there must be no low overhanging branches.
- Ensuring that during any fire activity the following will always be available:
 - A bucket of water
 - Fire gloves
 - First aid kit (including a burns kit) ○ Fire blanket
- Implement consequences for anyone acting disrespectfully near the fire and/or poses themselves/others a risk. They will in the first instance be warned; if this happens again they will be removed from the activity area.
- Ensure that the fire is kept a manageable size, no higher than 50cm.
- That the fire is extinguished by the Forest School Leader and that no trace is left. The fire area will be cleared unless it is a repeatedly used fire area.

Use of Tools

Using tools in outdoor programmes is a great way to foster a ‘can do’ attitude because they take time, patience and practice to master. We Be Kids CIC believes that using tools during sessions encourages self-confidence, positive attitudes, team work, communication skills and strategies for learning how to fail and being willing to try again.

Tool Safety

We Be Kids CIC understands that some participants will be more/less able than others regardless of age. This will be taken into account when assessing risk and ratios, and which tools are safe to use. Projects, or mastering of tools may take some weeks to accomplish.

- No tools will be used until the Outdoor Programme Leader has assessed the maturity and ability levels of the children.
- The group will have had a safety chat beforehand, and each child will be reminded of this when it is their turn.
- A tool area will be roped off to ensure maximum safety, on level, even ground, away from paths and running children.

Tool Procedures

We Be Kids believes that participant can be taught to safely handle and use sharp bladed tools if they are shown the correct skills and techniques and if they are introduced to these at the right time for them. Transport and storage of all bladed tools will be through the use of blade covers and zipped large tool holdalls. Participant may not help themselves to tools.

We Be Kids staff will check tools prior to sessions to ensure that they are maintained appropriately and any faulty tools remedied.

Knife Skills

Participant will be introduced to knife skills gradually starting with the use of vegetable peelers to peel vegetables for snacks and making soup. When the session leader can identify safe handling of the peeler fixed blade knives will then be introduced. Techniques for safe use of a knife including safe handling and storage, correct stance, sitting posture, safety circle, grip, *PPE choice (glove on non-tool hand) and whittling techniques will be taught on a 1-1 basis to begin or in small groups with more experienced tool users alongside the session leader. The FSA endorsed booklet on Knife Skills is the reference for all knife procedures.

Saws

Bow saws will be introduced as participant need their use and according to an individual's readiness. The We Be Kids leader or assistant may help young participant with hand on hand saw or hold the opposite end of the bow saw to guide and power the tool helping the participant establish techniques. The bow saw will only be used in conjunction with the use of a saw horse. A glove will always be worn on the non-tool hand.

Pruning saws will be used similarly for smaller cutting jobs.

Drills

Hand drills , palm drills and braces will be taught to individuals and small groups as need arises and as individuals are ready. A clamp will be used to secure work whilst drilling and a chopping block used as a work surface.

A tool pit area will be marked off and tools will be stored on a ground tarpaulin with bladed tools kept in a secure box. Tools will be counted in and out at the start and end of sessions. Older participant will sign out tools and check them in before and after use.

Axes

Axe skills will be taught as need arises and only when participant is considered by the We Be Kids leader as developmentally ready. Correct stance, use of chopping block, correct grip, will be taught and often will include We Be Kids Leader placing hands on participant's hands to guide and assist. correct storage of the tool both short and long term will be taught.

Secateurs and Loppers

Loppers will be used for cutting twigs up to 32mm and Secateurs up to 15mm thick. A glove will be worn on the non-tooled hand. Loppers will be used as another person wearing gloves support the stick being cut with hands well back from the cutting area. These tools will be used only under close supervision by We Be Kids leaders and assistants.

**PPE - personal protection equipment*

Tool ratios: correct use of a tool will be demonstrated and all children will be supervised on a 1:1 basis. The Outdoor Programme Leader will work with the tools, and will ensure other adults are monitoring/observing the rest of the group. Suggested ratios are as follows:

Tool	Ratio	Extra details
Knives	1:1	Small, easy to master projects until confidence builds. Starting with knife skills and simple cutting techniques.
Bow saw	Children in pairs or 1:1 with an adult	Working together on either side of the saw. Most likely with glove on working hand.
Loppers	Small group taking turns or 1:1 with an adult	Explain risks, danger points and ways to hold them.

The outdoor programme lead working with tools will always ensure that:

- Correct protective equipment is provided and used (gloves on non-tool hand).
- Tools are stored appropriately and supervised at all times.
- Everyone is aware of and implements the rule of a 1m ‘blood bubble’ around them when working with tools.
- Tools are cleaned and returned to their storage place, locked and stored appropriately (no tools should ever be left on-site).

Lost Child

To avoid a lost child and/or unsupervised access to children the We Be Kids delivery team will ensure:

- The relevant risk assessments must be adhered to at all times.
- Each site has their own individual emergency action plan which must be referenced before each outdoor programme and must be available to the We Be Kids delivery team at each session.
- They avoid becoming isolated with children except in the case of an emergency.
- All children are accompanied by an adult who is responsible for their supervision.

Lost Child procedures

If the We Be Kids delivery team realise a child/participant is lost then the following procedure must be followed:

1. Realisation that a child is missing.
2. Alert the We Be Kids basecamp immediately; if too far away call the Outdoor Programme Leader.
3. Outdoor Programme Leader talks to We Be Kids delivery team and parent/carer to find out when and where the child was last seen and records this on the Emergency Action Plan.
4. Outdoor Programme Lead and We Be Kids delivery team will carry out a thorough search of the session location and surrounding area prioritising pond, streams and woodland.
5. If the child is not found after 10 minutes call main park contact.
6. Call 999 and report the child missing to the police.

Lone Working

We Be Kids CIC outdoor programmes, sessions and events are delivered in a variety of locations and settings, many of which are public but can sometimes be secluded and thus isolated from accessing support in an emergency. This means that the We Be Kids delivery team are at more at risk in terms of lone working especially when:

- Conducting a daily site-check prior to a session or event commencing.
- During a session with a person displaying stress related behaviours.

It therefore follows that there may be times during We Be Kids CIC outdoor programmes, sessions and/or events where despite being a group environment a member of staff may need to work alone with a child (or this may happen incidentally). In these instances, to ensure safety for all involved and in order to think carefully about safeguarding we work with the following guidelines:

On arrival to the site:

- We Be Kids delivery team when working 1:1 with a child will always check-in on arrival to the site. This should be done either by phone or text message to the We Be Kids CIC Director or other named contact. The communication should always include the staff's time of arrival, the site location and any serious concern(s) following the daily site-check.
- In some instances where woodland/greenspace being used that is owned/managed by a farmer or another organisation (e.g. housing association) that has staff on-site, We Be Kids CIC staff may need to liaise with their team to inform them of their arrival and whereabouts.

In the event of an emergency:

- If the emergency involves the Outdoor Programme Leader having an accident, the participant and/or their parent/caregiver will be responsible for phoning the emergency services using the We Be Kids emergency procedures and emergency contact information providing the location of the site, the directions and the condition of the casualty. This will be discussed and agreed with participants beforehand.

When working in or with a school:

- The school will have the We Be Kids CIC Director's contact details should any medical issues arise with the Outdoor Programme Leader whilst delivery in this setting.
- The school will be informed of the location of the site being used before the session commences and the time the session(s) are due to run and when the group is to be expected back at school.

Behaviour expectations:

- We Be Kids CIC accepts that behaviour is communication and is committed to deliver outdoor programmes, sessions and/or events in-line with its Behaviour Management Policy. However, in the case of lone working, tools and other risky activities will only take place if the Outdoor Programme Leader judges it to be safe due to the extra risk involved when working 1:1.
- Any behaviour issues arising at an outdoor programme, session and/or event will be dealt with in the first instance but the Outdoor Programme Leader in accordance with our Positive Behaviour Support Policy.

- If the person involved is at school then their teacher shall also be informed.
- If the person involved is attending the session unaccompanied the Outdoor Programme Leader will call their parent/carer using the contact details provided. If no contact details have been provided then the local Community Police team will be contacted instead for support. Each site emergency action plan states the contact details of the local Community Police team for such situations.
- Depending on the circumstances the We Be Kids delivery team may call the police.
- Any concerns arising from any person should be reported to the Outdoor Programme Leader, wider We Be Kids delivery team on-site and if relevant, school staff as soon as possible so they can be dealt with promptly.

Roles and Responsibilities

All adults working on behalf of (i.e. freelancers) or with (i.e. partner organisations) We Be Kids CIC have a responsibility to nurture, support and develop all participants equally. This includes reading, understanding and agreeing to the policies within the handbook.

Specific roles

We Be Kids CIC Directors:

- Overall authority on safety and signing off all risk/benefit and site assessments.
- Ensuring the We Be Kids delivery team and any partner organisations (including schools) has up-to-date and relevant insurance for their outdoor programmes.
- Updating all We Be Kids documentation: including the handbook and all related policies and procedures at least on an annual basis.
- Risk Management: assessing and managing all risks, including overarching risk/benefit assessments, termly site checks and session by session site check.
- Designated Safeguarding Lead: AnneMarie Trevena
- Overall decision making and communication with the We Be Kids delivery team, partner organisations, parents/carers, staff, governors and the wider local community about their outdoor programmes.

The Outdoor Programme Leader:

The Outdoor Programme Leader has a duty-of-care and overall responsibility for the wellbeing of all participants (children and adults) attending outdoor programmes, sessions and/or events. In addition to this, there are a number of roles that are specifically the responsibility of the Outdoor Programme Leader:

- Risk Management: assessing and managing all risks involved in delivering the outdoor programme, session and/or event, completing a thorough site check for every session, implementing any actions necessary to ensure safety and ongoing dynamic risk assessment.
- Safeguarding: protecting all participants by abiding by the We Be Kids CIC Safeguarding Policy as outlined in this handbook.
- First Aid: The Outdoor Programme Leader must be outdoor first aid qualified, and will administer any First Aid when necessary.
- Tools: care and maintenance of tools and supervision of their use.
- Planning: including reflection, evaluation and gathering feedback from participants (where necessary).
- Understand and adapt: to the needs of all individuals (children and adults), and the group as a whole.
- Communicating: including all relevant partner organisations involved with We Be Kids CIC regarding outdoor programme developments.

Outdoor Programme Facilitator:

- Protecting all participants by abiding by the We Be Kids CIC Safeguarding Policy as outlined in this handbook.
- Supporting the Outdoor Programme Leader to uphold the Behaviour Management Policy and Procedures.
- Support the Outdoor Programme Leader in dynamic risk assessment where necessary.

- Support with the set-up and pack down of the site and activities.
- Facilitate (but not lead or instruct) tool use, fire and/or tree climbing.
- Enable activities whilst upholding all risk/benefit assessments.
- Report any issues about outdoor programmes, sessions and/or events to the Outdoor Programme Leader as soon as possible.
- Share observations made about specific children, groups of children or the whole group to the Outdoor Programme Leader at the end of each session.
- May be trained in First Aid and will make themselves available to the Outdoor Programme Leader in the event of an emergency.
- Encouraged and invited to partake in all activities and play with the children (when requested).

Teachers/ Partner Staff

- Protecting all participants by abiding by the We Be Kids CIC Safeguarding Policy as outlined in this handbook.
- May be trained in First Aid and will make themselves available to the Outdoor Programme Leader in the event of an emergency.
- Supporting the Outdoor Programme Leader to uphold the Behaviour Management Policy and Procedures.

** Note: We Be Kids CIC always takes into account the policies and procedures of each partner organisation that we work with. If there is a discrepancy we discuss and reach an agreement.*

- Not interrupting or assisting the children unless requested and/or their safety is compromised in order to foster flow states, child-led play and nature connection moments.
- Sharing relevant observations and/or other information regarding specific children, groups of children or the whole group to the Outdoor Programme Leader at the end of each session.
- Encouraged and invited to partake in all activities and play with the children (when requested).
- Providing feedback from and/or collecting feedback from colleagues about experiences with We Be Kids CIC outdoor programmes, sessions and/or events.

Specialist Instructor:

Protecting all participants by abiding by the We Be Kids CIC Safeguarding Policy as outlined in the We Be Kids CIC Handbook.

- Awareness of and willingness to model positive behaviour inline with the We Be Kids CIC Behaviour Management Policy and Procedures.
- Delivery of quality instruction within the individuals particular set of skills/knowledge/expertise specific to the outdoor programme, session and/or event.
- Promote the safety and wellbeing of the children.

Programme Volunteers:

- Protecting all participants by abiding by the We Be Kids CIC Safeguarding Policy as outlined in this handbook.
- Assist the Outdoor Programme Leader and wider We Be Kids delivery team with any jobs/tasks as necessary.
- Promote the safety and wellbeing of the children.
- Encouraged and invited to partake in all activities and play with the children (when requested).

Dignity at Work Policy (Anti Bullying)

Policy statement

We Be Kids seeks to provide a work environment in which all employees are treated with respect and dignity and that is free of harassment and bullying based upon age, disability, gender reassignment, race (including colour, nationality and ethnic or national origins), religion or belief, sex and/or sexual orientation. In this policy, these are known as the 'protected characteristics'.

Employees have a duty to co-operate with We Be Kids to make sure that this policy is effective in preventing harassment or bullying. Employees must not harass, bully or intimidate other employees for reasons related to one or more of the protected characteristics. Such harassment not only contravenes We Be Kids' policy but it may also constitute unlawful discrimination. Such behaviour will be treated as potential gross misconduct under We Be Kids' disciplinary procedure and could render the employee liable to summary dismissal. Employees should bear in mind that they can be held personally liable for any act of unlawful harassment. Employees who commit serious acts of harassment may also be guilty of a criminal offence.

All employees are responsible for conducting themselves in accordance with this policy and We Be Kids will not condone or tolerate any form of harassment, bullying or intimidation, whether engaged in by employees or by outside third parties who do business with We Be Kids, such as clients, customers, contractors and suppliers. We Be Kids will take appropriate action against any third parties who are found to have committed an act of improper or unlawful harassment against its employees.

Employees should draw the attention of their line manager to suspected cases of harassment, bullying or intimidation. Employees must not victimise or retaliate against an employee who has made allegations or complaints of harassment or who has provided information about such harassment. Such behaviour will be treated as potential gross misconduct under We Be Kids' disciplinary procedure. Employees should support colleagues who suffer such treatment and are making a complaint.

This policy covers bullying and harassment both in the workplace and in any work-related setting outside the workplace, for example, during business trips, at external training events and at work-related social events.

Bullying and harassment

Bullying is offensive or intimidating behaviour or an abuse or misuse of power which undermines or humiliates an employee.

An employee unlawfully harasses another employee if they engage in unwanted conduct related to a protected characteristic, and the conduct has the purpose or effect of violating the other employee's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for that other employee.

An employee also unlawfully harasses another employee if they engage in unwanted conduct of a sexual nature, and the conduct has the purpose or effect of violating the other employee's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for that other employee.

Finally, an employee unlawfully harasses another employee if they or a third party engage in unwanted conduct of a sexual nature or that is related to gender reassignment or sex, the conduct has the purpose or effect of violating the other employee's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for that other employee, and because of that other employee's rejection of or

submission to the conduct, they treat that other employee less favourably than they would treat them if they had not rejected, or submitted to, the conduct.

The unwanted conduct will still amount to harassment if it is based on the protected characteristic of a third party with whom the employee is associated and not on the employee's own protected characteristic, or if it was directed at someone other than the employee, or even at nobody in particular, but they witnessed it. In addition, harassment can include cases where the unwanted conduct occurs because it is perceived that an employee has a particular protected characteristic, when in fact they do not.

Conduct may be harassment whether or not the person intended to offend. Something intended as a joke or as office banter may offend another person. This is because different employees find different levels of behaviour acceptable and everyone has the right to decide for themselves what behaviour they find acceptable to them.

Behaviour which a reasonable person would realise would be likely to offend an employee will always constitute harassment without the need for the employee having to make it clear that such behaviour is unacceptable, for example, touching someone in a sexual way. With other forms of behaviour, it may not always be clear in advance that it will offend a particular employee, for example, office banter and jokes. In these cases, the behaviour will constitute harassment if the conduct continues after the employee has made it clear, by words or by their conduct, that such behaviour is unacceptable to them. A single incident can amount to harassment if it is sufficiently serious.

Examples

Bullying and harassment may be verbal, non-verbal, written or physical. Examples of unacceptable behaviour covered by this policy include, but are not limited to, the following:

- Unwelcome sexual advances, requests for sexual favours and other conduct of a sexual nature.
- Subjection to obscene or other sexually suggestive or racist comments or gestures, or other derogatory comments or gestures related to a protected characteristic.
- The offer of rewards for going along with sexual advances or threats for rejecting sexual advances.
- Jokes or pictures of a sexual, sexist or racist nature or which are otherwise derogatory in relation to a protected characteristic.
- Demeaning comments about an employee's appearance.
- Questions about an employee's sex life.
- The use of nicknames related to a protected characteristic.
- Picking on or ridiculing an employee because of a protected characteristic.
- Isolating an employee or excluding them from social activities or relevant work-related matters because of a protected characteristic.

Reporting and investigation of complaints

All allegations of harassment or bullying will be dealt with seriously, confidentially and speedily. We Be Kids will not ignore or treat lightly grievances or complaints of harassment from employees.

While We Be Kids encourages employees who believe they are being harassed or bullied to notify the offender (by words or by conduct) that their behaviour is unwelcome, We Be Kids also recognises that actual or perceived power and status disparities may make such confrontation impractical.

In the event that such informal, direct communication is either ineffective or impractical or the situation is too serious to be dealt with informally, the following steps should be followed in reporting a complaint of

harassment or bullying, whether that complaint is against a fellow employee or against a third party such as a client, customer, contractor or supplier:

1. Any employee who believes they have been or are being harassed or bullied in violation of this policy, or who wishes to report an incident of harassment or bullying, should report the situation to their line manager. If the employee does not wish to speak to their line manager, they can instead speak to an alternative manager or Director.
2. Such reports should be made promptly so that investigation may proceed and any action taken expeditiously.
3. All allegations of harassment or bullying will be taken seriously. The allegation will be promptly investigated and, as part of the investigatory process, the employee will be interviewed and asked to provide a written witness statement setting out the nature and details of the incident or complaint and the basis for it. Confidentiality will be maintained during the investigatory process to the extent that this is practical and appropriate in the circumstances. However, in order to effectively investigate an allegation, We Be Kids must be able to determine the scope of the investigation and the individuals who should be informed of or interviewed about the allegation. For example, the identity of the complainant and the nature of the allegations must be revealed to the alleged bully or harasser so that they are able to fairly respond to the allegations. We Be Kids reserves the right to arrange for another manager to conduct the investigation other than the manager with whom the employee raised the matter.
4. Once the investigation has been completed, the employee will be informed in writing of the outcome and the We Be Kids' conclusions and decision as soon as possible. We Be Kids is committed to taking appropriate action with respect to all complaints of harassment or bullying which are upheld. If appropriate, disciplinary proceedings will be brought against the alleged bully or harasser (see below).
5. If an employee's complaint is upheld and the bully or harasser remains in We Be Kids' employment, We Be Kids will take all reasonable steps to ensure that the employee does not have to continue to work alongside the bully or harasser if they do not wish to do so. We Be Kids will discuss the options with the employee.
6. If an employee's complaint is not upheld, arrangements will be made for the employee and the alleged bully or harasser to continue or resume working and to repair working relationships.
7. Employees will not be penalised or victimised for raising a complaint, even if it is not upheld, unless the complaint was both untrue and made in bad faith.

Alternatively, the employee may opt to use We Be Kids' grievance procedure to make a complaint of harassment or bullying.

Disciplinary action

Any employee of We Be Kids who is found to have bullied or harassed another employee in violation of this policy will be subject to appropriate disciplinary action under We Be Kids' disciplinary procedure. Such behaviour may be treated as potential gross misconduct and could render the employee liable to summary dismissal.

In addition, line managers who had knowledge that such harassment had occurred in their departments but who had taken no action to eliminate it may also be subject to disciplinary action under We Be Kids' disciplinary procedure.

Training

We Be Kids will take such measures as may be necessary to ensure the proper training, supervision and instruction to enable line managers to deal more effectively with complaints of bullying and harassment. Line managers will be responsible for ensuring they promote dignity at work within the departments for

which they are responsible.

We Be Kids will also provide training to all employees and promote dignity at work with partners to help them understand their rights and responsibilities under this policy and what they can do to create a work environment that is free of bullying and harassment.

Data protection

We Be Kids' may periodically conduct confidential staff surveys and other forms of monitoring, in order to assess, how well the dignity at work policy has become part of the workplace culture. When carrying out any monitoring, We Be Kids' will ensure that personal data is handled in accordance with its data protection policy and any internal privacy notices in force at the relevant time. Inappropriate access or disclosure of personal data will constitute a data breach and should be reported immediately to the Company's Data Protection Officer [Data representative] in accordance with We Be Kids' data protection policy. Reported data breaches will be investigated and may lead to sanctions under We Be Kids' disciplinary procedure.

Complaints Policy

This complaints policy is in place to bring to the attention of the child/children, school(s), organisation(s) and parent(s) the complaints procedure that will be adopted should any party need to address a complaint against another party. Elsewhere in this document is a set Code of Conduct intended to give all parties a framework in which to develop a strong and positive attitude.

Procedures for complaints against members of We Be Kids delivery are clearly defined within this document.

Complaints and Disciplinary Policy

The purpose of this document is to establish a complaints and discipline policy, which will give a structure and course of action to be taken in the event of a complaint being received about the Director/s and delivery team. This policy is required in order to comply with the We Be Kids CIC Child Protection Policy.

The policy shall apply to the Director, delivery team, children, parents/guardians/carers or third parties who may represent the child. The We Be Kids delivery team will be given a copy of the complaints policy upon appointment and induction.

Complaint

A complaint shall be any complaint made about the conduct of the Director associated staff and/or contractors, children, parents/guardians/carers or third parties whilst undertaking any activity or business for We Be Kids CIC. The complaint may be made by:

- Any other child.
 - Any parent/carer or guardian of another child.
 - Any member of the public.
 - Any other member of We Be Kids CIC.
 - Any other person acting on behalf of those above.
 - Any member of school or external organisation staff.
 - Complaints may be made in person or in writing to any staff member; anonymous complaints in writing will be accepted.
- Any staff member who receives a complaint must inform the Director, Danny English. The complaint may relate to any inappropriate language or behaviour or any conduct detrimental to the wellbeing and reputation of We Be Kids CIC.

Procedure for dealing with complaints

Stage 1: Initial Complaint

Where a concern has not been resolved directly, the complainant may raise an informal complaint with We Be Kids CIC by contacting the Director, Danny English. The complaint will be referred to the Director, who will investigate. Where the complaint concerns the Director Danny English another We Be Kids CIC Director (AnneMarie Trevena or Gary Dunstan) will undertake the role of the Director in arranging an appropriate investigation. The complainant will receive a verbal or written response to the concern or complaint raised from the member of staff involved within 15 working days. Where it is not possible to respond fully within that time period, the complainant will be informed of the reasons why and a new deadline set for providing a full response.

Please note: any matter raised more than four months after the event being complained of will not be considered, except in exceptional circumstances.

Stage 2: Investigation by The Director

Where a complaint has not been resolved at stage 1, the complainant may write to We Be Kids CIC requesting a further formal investigation. The complainant must put their complaint in writing using Appendix A and send it to the Director marked "strictly private and confidential". The Director will then investigate appropriately. Where the complaint concerns the Director Danny English, another We Be Kids CIC Director (AnneMarie Trevena or Gary Dunstan) will undertake the role of the Director in arranging an appropriate investigation. The Complainant will receive a verbal or written response to the concern or complaint raised from the member of staff involved within 15 working days. Where it is not possible to respond fully within that time period, the complainant will be informed of the reasons why and a new deadline set for providing a full response.

Outcome

Where a complaint is upheld against or admitted to, the following options may be open to the Director:

- a) Resolution
- b) Recorded verbal warning
- c) Recorded written warning

The outcome of all complaints handled shall be recorded and stored appropriately. All parties concerned in the complaint shall receive written notice of the outcome within 28 days of the finding being made.

Previous sanctions imposed shall be taken into account when considering new sanctions.

Recording

All complaints received shall be recorded in a register held at the We Be Kids CIC office. The register will be kept secure and in a locked cupboard. The register shall contain the complainant details and also the details of the person complained about, the person to whom the complaint was made and the outcome of any subsequent meeting.

Notification

Where a staff member/student/parent/guardian/carer/school/organisation/contractor is the subject of a complaint the person will be notified either in person or by writing within 10 days of the complaint being made.

Resolution

When a complaint is considered by the Director, a decision shall be made as to the further conduct of that complaint. The further conduct shall consist of:

- a) No further action.
- b) To investigate the matter through a meeting involving We Be Kids CIC staff.
- c) To refer the matter to a higher authority.

In the first instance, all complaints should be made to a We Be Kids CIC member of staff.

Where this is not possible, complaints should be passed to We Be Kids CIC Director, Danny English.

Email: webehere@webekids.net Tel: 07863553039

Stage 2 complaints form to be submitted to Director.

Please note: this form should not be submitted to the Director until Stage 1 of the process has been completed.

Complainants Name	
Participant's Name	
Complainants relationship to participant	
Address of Complainant	
Telephone Number	
Email Address	
Details of your original complaint	
Who did you speak to or correspond with during stage 1? When and what was the response?	
Why are you dissatisfied with this response?	
What actions do you feel might resolve the complaint at this stage?	
Are you attaching any paperwork, if so please give details.	
Signed:	
Dated	

Whistleblowing Policy

What Is Whistleblowing?

Whistleblowing encourages and enables anyone involved in We Be Kids CIC as part of the delivery team to raise serious concerns within the organisation rather than overlooking a problem or 'blowing the whistle' outside.

Employees are often the first to realise that there is something seriously wrong within the organisation. However, they may not express their concerns as they feel that speaking up would be disloyal to their colleagues or to the organisation.

We Be Kids CIC Whistleblowing Commitments

We Be Kids CIC is committed to the highest possible standards of openness, probity and accountability. In line with that commitment we expect the We Be Kids delivery team, and others that we deal with, who have serious concerns about any aspect of the work we do to come forward and voice those concerns.

Who Does The Policy Apply To?

The policy applies to the We Be Kids directors and delivery team, (including those designated as casual hours, temporary or volunteers). It also covers suppliers and those providing services under a contract with the organisation.

Policy Aims

- Provide avenues for you to raise concerns in confidence and receive feedback on any action taken.
- Ensure that you receive a response to your concerns and that you are aware of how to pursue them if you are not satisfied.
- Reassure you that you will be protected from possible reprisals or victimisation if you have a reasonable belief that you have made a disclosure in good faith.

What Type of Concerns Are Covered?

- Conduct which is an offence or a breach of law.
- Disclosure related to miscarriages of justice.
- Health and safety risks, including risks to the public as well as other members of the team.
- Damage to the environment.
- The unauthorised use of public funds.
- Possible fraud and corruption
- Sexual or physical abuse of clients.
- Other unethical conduct.

Safeguards

We Be Kids CIC recognises that the decision to report a concern can be a difficult one to make. If what you are saying is true, you should have nothing to fear because you will be doing your duty to your employer and those for whom you provide a service.

We Be Kids CIC will not tolerate any harassment of victimisation and will take appropriate action to protect you when you raise a concern in good faith.

Confidentiality

All concerns will be treated in confidence and every effort will be made not to reveal your identity if you so wish. At the appropriate time, however, you may need to come forward as a witness.

This policy encourages you however to put your name to your concern whenever possible. Please note that you:

- Must disclose the information in good faith.
- Must believe it to be substantially true.
- Must not act maliciously or make false allegations.
- Must not seek any personal gain.

How To Raise Your Concern

As a first step, you should normally raise concerns either verbally or in writing with We Be Kids CIC Director Danny English. This may depend, however, on the seriousness and sensitivity of the issue involved and who is suspected of the malpractice. For example, if you believe that Danny is involved you should approach another one of the We Be Kids CIC Directors:

Review / update performed	Reason for review / update	Performed by	Date	Signature

Environmental Sustainability Policy

We Be Kids is aware of the delicate environment in which we run our sessions. We understand our responsibility to take care of and enhance the environment we work in and always strive to leave our sites in a better state than how we find them. In order to achieve this the following policy is adhered to:

- We Be Kids practice leave no trace ethics at all our sites. All fires are extinguished and all evidence removed; any shelters or alterations to the woodland are taken down and removed.
- We run sessions from a number of sites and make an effort to rotate sessions allowing the environment time to regenerate.
- Fires are kept to a minimum size to protect any disturbances to nesting birds or micro fauna.
- The use of deadwood will be limited as it is recognized as an essential material for woodland regeneration. Sustainably sourced bagged wood will be carried into the site
- Sites will be carefully chosen to avoid disturbance of endangered species or sites with statutory status.
- Introducing foreign species will be avoided.
- Woodland management to enhance biodiversity will be practiced.
- We Be Kids are fully aware of the opportunity to educate students about the environment and consider this their responsibility and an opportunity to make a long term positive impact.

We Be Kids CIC recognises that it has a responsibility to the environment beyond legal and regulatory requirements.

We are committed to reducing our environmental impact and continually improving our environmental performance as an integral part of our business strategy and operating methods, with regular review points.

Responsibility

AnneMarie Trevena and Danny English are responsible for ensuring that the environmental policy is implemented.

We take steps both internally and externally to show our commitment to reducing our environmental impact. Below is a summary of our actions:

Internally	Actions (with examples below)
Waste management	<ul style="list-style-type: none"> • We will reduce the amount of waste produced and recycle where possible. • We will prevent the release of pollutants that can cause environmental damage (if relevant). • We will purchase only necessary items to reduce the flow of consumption and waste.
Office supplies	<ul style="list-style-type: none"> • We will evaluate the environmental impact of any new products we intend to purchase. • We will reuse and repurpose items when possible
Monitoring and improvement	<ul style="list-style-type: none"> • We will continually improve and monitor environmental performance.
Maintenance and office cleaning	<ul style="list-style-type: none"> • The cleaning materials we use will be checked to ensure it's as environmentally friendly as possible.
Energy	<ul style="list-style-type: none"> • Lights and electrical equipment will be switched off when not in use and our heating will be adjusted with energy consumption in mind. • Green energy will always be sourced and used.
Our people	<ul style="list-style-type: none"> • We will our intentions to all directors via policy & updates as necessary.

	<ul style="list-style-type: none"> We would encourage partners to consider this and their own environmental policies, for greater commitment and improved performance.
Water	<ul style="list-style-type: none"> We will avoid water wastage wherever possible.
Chemicals and hazardous substances	<ul style="list-style-type: none"> Wherever possible we will substitute substances that are harmful to the environment with those that have less of an impact.
Legal duties	<ul style="list-style-type: none"> We will keep up to date with changes in environmental law and ensure we are fully compliant with our duties.

Externally	Actions (with examples below)
Transportation	<ul style="list-style-type: none"> Where possible, we will promote the use of alternatives such as email or video/phone conferences; We will reduce the need to travel, wherever feasible. We will encourage participants and practitioners to use public transport or share transport.
Customers, suppliers and other stakeholders	<ul style="list-style-type: none"> We will encourage suppliers, contractors and partners to improve their environmental performance.
Contractors	<ul style="list-style-type: none"> We will work with contractors who are equally as committed to reducing their environmental impact.

Signed by: Danny English; AnneMarie Trevena
 Position: Director Date: 8/11/2; Review date: 8/11/21