

CHILD SAFEGUARDING POLICY 2023

The following policy statement has been adopted by Fermynwoods Contemporary Art at a Management Committee Meeting held on 6 December 2022

This policy is in response to Section 175 of Education Act 2002, implemented in 2004 and the [Keeping Children Safe in Education](#) issued by DFE September 2018

DEFINITIONS

A child is defined as 'Every human being below the age of 18 years unless, under the Law applicable to the child, majority is attained earlier.' (Convention on the Rights of the Child, United Nations, Article 1.)

Arts Council England state in their [Safeguarding Policy Document](#), 2017, 'In relation to safeguarding and protection from abuse, a child is defined as anyone who has not yet reached the age of 18'.

The Governments [Working Together to Safeguard Children 2018](#) document states:

'Safeguarding and promoting the welfare of children is described as:

Protecting children from maltreatment;

Preventing impairment of children's health or development;

Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best life chances'

'Child protection is part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm'

Updated May 2023

DESIGNATED SAFEGUARDING LEADS - KEY CONTACTS

Fermynwoods Education Coordinator (Jenny Cooper): jenny@fermynwoods.org

Fermynwoods Education Curator (Abbie Canning): abbie@fermynwoods.org

Fermynwoods Director (James Steventon): james@fermynwoods.org / 01832 731257

Fermynwoods Trustee (Rhona Rowland): rhona.rowland@vshlaw.co.uk

1. POLICY STATEMENT ON CHILDREN, AND YOUNG PEOPLE

As members of this organisation, we commit ourselves to the nurturing, protection and safekeeping of all, especially children, young people and vulnerable adults from harm. Fermynwoods has a duty of care to safeguard all children and young people whether they are participants in the education and events programmes of Fermynwoods, at all locations, work experience placements or interns.

It is the responsibility of every staff member, volunteer, freelancer and sub-contractor working for Fermynwoods to develop awareness of the issues which cause children harm and aim to prevent the physical, sexual and emotional abuse of children and young people.

Any abuse discovered or suspected must be reported to the Designated Safeguarding Leads: Director (James Steventon), Education Curator (Abbie Canning) or Education Coordinator (Jenny Cooper) via the procedure outlined in 14. Safeguarding Reporting or Recording Procedure.

- We recognise that our work with children and young people is the responsibility of the whole organization.
- The organisation is committed to supporting, resourcing and training those who work with children and young people and to providing supervision.
- Workers with children and young people will be recruited and monitored in accordance with equal opportunities.

All staff, freelancers, volunteers and subcontractors at Fermynwoods shall be given a copy of this policy and good practice guidance and must undertake to observe them. In addition each employee is required to seek an Enhanced Disclosure and Barring Service (DBS) check, pending legibility as advised by the awarding umbrella body.

2. POLICY AIMS

This policy aims to ensure that the welfare of children and young people is a key priority in all areas of Fermynwoods' work, to include:

- Education programme
- Artistic programme
- Work experience placements
- Staff and freelance recruitment
- Staff training
- Good practice guidelines

3. RECRUITMENT OF VOLUNTEERS, FREELANCERS & SUB-CONTRACTORS

- It is a condition of employment at Fermynwoods that all Fermynwoods staff and freelancers, regardless of whether or not they work regularly with children, should at the time of appointment make an application for an Enhanced DBS check, pending legibility as advised by the awarding umbrella body. Fermynwoods recruitment procedures (along with this policy) are reviewed regularly and best practice guidelines for improving them should be adopted wherever appropriate and possible.
- In the case of volunteers, freelancers and sub-contractors, evidence of a recent (see below) DBS check by a suitable registered body needs to be seen by the Director (James Steventon), Education Curator (Abbie Canning) or the Education Coordinator (Jenny Cooper) pending legibility as advised by the awarding umbrella body. In addition, references may be taken up by Fermynwoods for staff and freelancers. If a project is taking place at short notice or for any other reason it is not possible to get a disclosure processed for a volunteer, freelancer or sub-contractor, then participating organisations need to be made aware. The participating organisation/s then need/s to confirm in writing the decision that they are willing to proceed with the activity under this condition and that they will take responsibility for any incident which may occur as a result.
- Each Disclosure contains the date the Disclosure was printed. Disclosures do not carry a pre-determined period of validity because a conviction or other matter could be recorded against the subject of the Disclosure at any time after it is issued. Organisations are advised to make recruitment decisions as soon as possible after receiving their copies of Disclosures. In terms of 'renewing' disclosures Fermynwoods will require members of staff and freelancers to make new applications every 3 years and for all volunteers, freelancers and sub-contractors to show Disclosures that are less than 3 years old.
- Any issues or concerns raised by any Disclosures will be considered by the Director (James Steventon), Education Curator (Abbie Canning) or the Education Coordinator (Jenny Cooper). Pre-employment and a decision about employment discussed with the Board of Trustees if necessary. Professional advice will also be taken if required.

4. STAFF TRAINING

- Fermynwoods will endeavour to keep up-to-date with issues and legislation relevant to the protection of children, young people and vulnerable adults, for identifying training opportunities for themselves and for other staff and freelancers, and for briefing and updating staff, volunteers, freelancers and sub-contractors as necessary.
- Following their initial induction, during which time they should become familiar with this policy and its updates, all Fermynwoods staff and freelancers are personally responsible for keeping up-to-date with and following Fermynwoods policy and good practice guidelines for working with children, young people and vulnerable adults. If staff and freelancers have any questions about the policy or guidelines they should refer, in the first instance, to Education Coordinator (Jenny Cooper), Education Curator (Abbie Canning) or the Director (James Steventon).

5. EDUCATION PROGRAMME

Fermynwoods' Education Programme involves work with children, young people and adults and includes:

- Offsite Education projects organised by Fermynwoods or by others on behalf of Fermynwoods.
- Individual, school or group visits to Sudborough Green Lodge, activity held in schools, public spaces, or at other locations.
- Children visiting without parents / guardians for events or workshops.
- Adults, including vulnerable adults.
- When children visit Fermynwoods (or offsite locations by arrangement) with a school group or accompanied by a parent / guardian, the teacher, parent or guardian has responsibility for the care and wellbeing of the child. However, staff, volunteers, freelancers and sub-contractors of Fermynwoods must at all times observe good practice guidelines.
- Fermynwoods has a duty of care to provide for their safety and wellbeing during this time. Fermynwoods staff and freelancers must be familiar with Good Practice Guidelines and adhere to them at all times. However, as representatives of an arts organisation, Fermynwoods staff and freelancers involved in working with children and young people, should always have the contact details of a person with legal responsibility for the individuals involved. Fermynwoods staff and freelancers should never assume sole responsibility for a child or young person.
- Prior to the start of a public workshop where parents are not going to be present, parents / guardians will be asked to complete a registration form which will include an emergency contact telephone number, relevant health information, dietary needs and other special information as appropriate, permission to administer first aid, and

consent (or not) to photograph for Fermynwoods' archival or promotional purposes.

- Within programme/project planning and implementation, the protection of children, young people must be paramount and should include:
- General risk assessments to be carried out, to cover all of Fermynwoods' activity, to be reviewed regularly against individual workshops or events
- Good practice guidelines for working with children and young people, to be adhered to by all Fermynwoods staff, volunteers, freelancers and sub-contractors

6. ARTISTIC PROGRAMME

This policy recognises that not all output by Fermynwoods will be appropriate for children or young people, due to imagery, subject matter or ideas inherent in the work displayed. As early as possible in the programming process information about the content of each exhibition should be discussed at a key Fermynwoods team meeting. Where there is concern about particular work, clarification should be sought at the earliest opportunity. If staff or freelancers feel that an exhibition or individual work is unsuitable for children or young people, this should be communicated clearly and as early as possible:

- On Fermynwoods' website
- Through visible signage in appropriate locations
- Verbally, by staff to visitors
- In addition, the Risk Assessment undertaken for each exhibition should include a specific section covering the needs of children and young people whether visiting as part of a group or on their own.

7. PHOTOGRAPHY AND FILMING

- Before any photography or filming of children and young people takes place, formal permission must be obtained from the individual's parents or guardians, school or organising body for specified use. Most schools and organisations will have rules regarding images but if not, a representative of Fermynwoods will negotiate to obtain formal permission for the use of any images. Where older children are concerned, permission should be sought from the individual as well as the parent or guardian.
- In all cases where permission is obtained it is for specific uses and the images should be clearly labelled and dated, including a note of the specific use that has been agreed. If the image is subsequently required for a different purpose, a new permission must be obtained.

- Fermynwoods' staff and freelancers who are responsible for film and photography documentation at workshops and events, need to be informed by either the Director (James Steventon), Education Curator (Abbie Canning), Education Coordinator (Jenny Cooper) or the Designated Safeguarding Lead of any particular children and young people who have not given permission for photographs or films to be taken.

8. THE INTERNET

An individually pictured child must never be named on Fermynwoods' website or other sites for which Fermynwoods' staff and freelancers are responsible for maintaining. Pictures of children in inappropriate situations must never be posted on these sites. Further to section 7 (Photography and Filming), formal permission from the child's parent, guardian, school or group organisation must be obtained before any images are used in web-based promotional material.

9. WORK EXPERIENCE PLACEMENTS

Most work experience placements offered by Fermynwoods are to people over the age of 18. However, occasionally a placement may be offered to a young person under the age of 18. When this happens it is important to observe the following:

- That a pre-placement meeting takes place between the relevant Fermynwoods staff member / freelancer who is the lead contact for the placement and young person, to cover all aspects of the placement including health and safety issues, risk assessment and management of the individual/s participating in the placement.
- That all Fermynwoods staff and freelancers are made aware that the individual on placement is under the age of 18 and that therefore good practice guidelines for working with children and young people must be followed.
- That individuals on work placements who are under the age of 18 are acting in an essentially observational role undertaking low risk tasks and/or assisting suitably trained members of Fermynwoods staff.
- The meeting mentioned above should cover a pro-forma list of points and include any additional points specific to the particular placement situation (including diet, regular medication/medical requirements, etc). These points should include any situations that the involved parties agree should be avoided, and what situations might cause a placement to be terminated. The details covered in the meeting should then be noted and copies should be sent to the school, and/or placement agency or organising body confirming the points discussed.

All staff, volunteers, freelancers and sub-contractors are to follow good practice guidelines ensuring that:

- Staff and freelancers use discretion when discussing subjects of an adult nature in the presence of anyone under the age of 18.

- People under the age of 18 do not consume alcohol while on site at Fermynwoods.

10. GOOD PRACTICE GUIDELINES

Most good practice in working with children, young people or vulnerable adults is common sense; however particular care must be taken when working with people who may be vulnerable because of age or disability. The list below is not exhaustive and should be reviewed and updated regularly. All staff have a responsibility for bringing to the attention of the organisation, any points which they feel should form part of these guidelines. In addition, all staff and freelancers must seek clarification on any points in these guidelines on which they are unclear.

All staff, volunteers, freelancers and sub-contractors must at all times:

- Put the safety and wellbeing of children and young people above all other considerations.
- Follow appropriate health and safety procedures.
- If an individual arrives at Fermynwoods with an injury this must be recorded in the accident book and the entry countersigned by the individual's parent, guardian, teacher, carer or group leader.
- Record any accidents or injuries that occur during the Fermynwoods activity or activities in the relevant accident book (book is held with First Aid box) and inform the child's parent, guardian or teacher, who must counter-sign the entry. The accident book is a legal record and must be kept for 21 years.
- Work in an open environment – avoiding private or unobserved situations and encouraging open communication wherever possible.
- Treat all children, young people equally, and with respect and dignity.
- Report any suspicion or disclosure of abuse to the Education Coordinator (Jenny Cooper), Education Curator (Abbie Canning) or Director (James Steventon), as per section 14 Safeguarding Reporting/Recording procedure, even if the suspected abuse involves another member of staff or freelance employee.
- If the suspected abuse involves the Education Coordinator (Jenny Cooper) or Education Curator (Abbie Canning), report suspicions or disclosures to the Director (James Steventon).
- If the suspected abuse involves the Director (James Steventon) then report suspicions and disclosures to the Board of Trustees. If the suspected abuse involves a member of the board, then report to the Director (James Steventon).

For each workshop and event where Fermynwoods' are partnering with another organisation, Fermynwoods will ask who the Safeguarding Lead is within each organisation and:

- Ensure that they have a means of contacting Fermynwoods when working with children, young people on offsite activities.
- Ensure that any images of children and young people which Fermynwoods has received permission to use (see section 7, Photography & Filming) are stored securely and labelled appropriately. The labelling should indicate the date of the permission and the details of the specific use for which it was obtained and if contact details are indicated, should be stored using methods compliant with data protection guidelines.

11. ABUSE

Abuse can take many forms. It can be physical, emotional, sexual or neglect. In all forms of abuse there are elements of emotional abuse and it is possible to be subjected to abuse in more than one way at a time. In most cases of abuse the abuser is known to the child – often a relative or someone in the position of relative (i.e. step-parent or step-sibling). In addition, some people who wish to abuse children will seek jobs that bring them into contact with children where they can gain their trust.

- A child attending a workshop or event at Fermynwoods may sufficiently trust a workshop leader or other adult that they confide in them information about abuse or neglect.
- All suspicions and allegations of abuse should be taken seriously and responded to swiftly and appropriately as per Fermynwoods Safeguarding Reporting and Recording procedure outlined in section 14.
- Staff working directly with children will be briefed in how to respond if this happens in accordance with [ACE Safeguarding Policy](#).

Staff must keep themselves safe from allegations of abuse by:

One to one situations:

- When at Sudborough Green Lodge, Fermynwoods staff will ensure that wherever possible there is visual access and/or an open door, in one to one situations; staff to always inform each other and the Designated Safeguarding Lead where they will be working on a one to one basis with a young person i.e. when time out or one to one support is needed, which often takes place outdoors within Sudborough Green Lodge grounds.
- During workshops at any other Fermynwoods venue, offsite or at a school, Fermynwoods staff and artists will not work on a one to one basis with any young people away from school staff and the rest of the students, but will inform school staff present that a young person requires one to one support and hand over responsibility of the situation to the school staff present.

- Fermynwoods staff will communicate with each other and the visiting schools Safeguarding Lead about any situation where a young person becomes distressed or angry and hand over responsibility of the needs of the student to the visiting school staff.
- Staff will communicate with each other and the Safeguarding Lead about any situation where a young person becomes distressed or angry and will consider the needs and circumstances of the pupil involved as well as the wellbeing and safety of other students.
- Not touching a child unnecessarily and never in an inappropriate way (i.e. initiating a hug with a child).
- Not engaging in horseplay with children.
- Immediately reporting any incidents by Fermynwoods staff and visiting artists, which could be misinterpreted to the Education Coordinator (Jenny Cooper), Education Curator (Abbie Canning) or the Director (James Steventon).

For all workshops:

- All Fermynwoods staff and freelancers are advised to read Arts Council England's [Safeguarding and Child Protection Policy](#)
- Fermynwoods staff, visiting artists or volunteers must not share any personal information with parents or pupils. This includes address, personal email, mobile phone number or landline number. When Fermynwoods staff must use their personal mobile phones, then it is recommended that they dial 141 before making a call

Support for Staff:

Whilst Fermynwoods staff or workshop leaders may have some experience in dealing with Child Protection issues, Fermynwoods recognise the distress that such incidents may cause and the stress on all concerned. Fermynwoods staff reporting any incidents that feel in need of support and advice are able to talk to Jenny Cooper, the Education Coordinator, Abbie Canning, the Education Curator or James Steventon, the Director.

In addition to the above guidelines, Fermynwoods staff involved in planning / delivering workshops must observe the following:

- All workshop leaders must read Fermynwoods Child Safeguarding Policy and Good Practice Guidelines and confirm to the Education Coordinator (Jenny Cooper) Education Curator (Abbie Canning) or Director James Steventon, that they have done so.
- The ratio of adults to children (aged under 8 years of age) in a workshop shall not be less than 1:8. For older children the ratio shall not be less than 1:12

- School or community groups must have a teacher or youth worker or other group representative in attendance who will have overall responsibility for the group.
- Groups must be briefed on health and safety procedures at the beginning of a session, to include fire evacuation and safe use of materials and equipment.
- As new materials and equipment are introduced during a session, correct and safe usage must be demonstrated and monitored.
- Workshop leaders must be sensitive to group dynamics and be on the lookout for behaviour between participants that could constitute bullying.
- All members of a group must be treated with equal respect and consideration.
- If discussed and where appropriate, parents / guardians are welcome to stay with their child during a workshop session.
- Leader evaluation of a session should include any issues arising that gave cause for concern.

12. ONLINE COVID-19 SAFEGUARDING GUIDANCE

Whilst acknowledging the pressure that we face during these times; it remains essential that as far as possible we continue to keep children and young people safe. The way in which we operate in response to Coronavirus (COVID-19) is fundamentally different to business as usual, however several important safeguarding principles remain the same:

- The best interests of young people continue to come first
- If anyone has a safeguarding concern about a young person, they should continue to act immediately following Fermynwoods' Safeguarding Policy, following the Reporting and Recording procedure in Section 14.
- All young people will be protected while they are engaging with Fermynwoods team and artists in online workshops and activities

Online Safety:

- Fermynwoods will ensure that appropriate monitoring and filters are in place to protect children when they are online using Zoom, or other recommended online platforms, forums and resources.
- Fermynwoods will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.
- Schools will be informed, and their consent to use various online platforms will be given before Fermynwoods implement any activity.

Online workshop guidance:

- Students will only join a Zoom meeting that has been started by Fermynwoods staff.
- There will always be two Fermynwoods staff present at each online workshop.
- Staff will use a new meeting room for each session and will not use personal meeting ID's.
- Links will not be provided to students, instead asking students to access the meeting using the meeting ID and password.
- The waiting room facility will be enabled so that students can only be allowed to join once both staff members are present. This prevents non-students from joining the meeting.
- Fermynwoods staff will only enable the host to screen share documents and websites.
- As the host Fermynwoods will either mute or remove disruptive participants.

Further Information:

- Recently published guidance from the [UK Safer Internet Centre](#) on safe remote learning and from the [London Grid for Learning](#) on the use of videos and livestreaming may help plan online activities safely.
- [Northamptonshire Children's Safeguarding Board](#) has issued a series of guides, which covers topics such as gaming and Tik Tok.

13. COMPLAINTS PROCEDURE

Only the NSPCC, Police and Social Services are authorised to investigate child protection cases. They are known as the Lead Agencies and will co-ordinate their response.

Where there is suspicion or comment, short of firm allegations, it is still important to take advice. In the first instance take advice from the Director of Fermynwoods (James Steventon). If the complaint is about the Director, in the first instance, take advice from the Board of Trustees. You may also take general advice from a Lead Agency (see contacts Section 17).

14. SAFEGUARDING REPORTING/RECORDING PROCEDURE

- When a young person makes an allegation it must not be ignored.
- When there is a concern about the wellbeing of a child, young person, or adult at risk, the following steps must be completed:

Recognise

Knowing the signs and indicators of abuse and neglect will help you to recognise when something isn't quite right. Always trust your instincts. Whether you notice suspicious bruising on a child or are concerned about a disclosure, it is your duty to recognise these instances as potential indicators of a safeguarding concern.

Respond

Respond appropriately when you have a concern about abuse or neglect or a disclosure has been made. Someone who has experienced or is experiencing some kind of abuse will likely be very vulnerable, so your behaviour in dealing with this is crucial. You should remain calm and ask open questions, encouraging them to give just enough information to validate the claim. Whilst you should not make any promises about what will follow or that you will keep the disclosure a secret, you should take any allegation seriously and assure them that reporting their concerns was the right thing to do.

Report

Once you have responded to a safeguarding concern with the vulnerable person, you should report it immediately to your designated safeguarding lead, who will then take responsibility for acting upon the issue. You may check that the issue is being acted on appropriately, however, for the confidentiality of the person concerned it may be unnecessary for the safeguarding lead to share further details with you.

Record

Ensure you make a carefully written note of any disclosure or allegation made to you, or everything you have seen or heard in relation to the issue using the Fernywoods Recording Form for Safeguarding Concerns (Section 19). Complete memorization of every detail of the conversation is not expected, however, you should record exactly what the individual has alleged, using the individual's keywords and phrases and include dates and times. Do this as soon as possible after any incident. Confine yourself to what has been said and the circumstances, before passing it on to the safeguarding lead.

Refer

Refer your concerns to the designated safeguarding lead, passing on the Recording Form. The DSL should then decide on the appropriate action to take, consulting with the appropriate people, either inside the organization or outside, in order to arrive at a safe conclusion for the individual.

- Do NOT question or probe further yourself but refer the matter to the Designated Safeguarding Lead. A Lead Agency through the Director (James Steventon) or Board of Trustees (Rhona Rowland) will investigate as appropriate.
- Once an investigation is undertaken by a Lead Agency, then the accused adult will be suspended and there may be other limitations imposed by the Lead Agency.

- Once the Lead Agency has taken up a case you should take its advice on what pastoral relationships it is proper to maintain.
- Once an investigation is undertaken, it is proper for you to see that independent pastoral and spiritual care is offered to all those involved in the case.
- You must be extremely careful to maintain confidentiality but you should be open with Fernynwoods Designated Safeguarding Leads and any Lead Agency officers.

15. DESIGNATED SAFEGUARDING LEADS

Fernynwoods Education Coordinator (Jenny Cooper): jenny@fernynwoods.org

Fernynwoods Education Curator (Abbie Canning): abbie@fernynwoods.org

Fernynwoods Director (James Steventon): james@fernynwoods.org / 01832 731257

Fernynwoods Trustee (Rhona Rowland): rhona.rowland@vshlaw.co.uk

- All safeguarding issues will be reported to the Director.

16. IMPLEMENTATION, MONITORING AND EVALUATION:

- This policy will be sent to all new Fernynwoods Staff, Artists and Board Members.
- The policy will be reviewed annually by the Education Coordinator, Education Curator, Director and the Board.
- Advice is available and regularly updated on the website of the Northamptonshire Safeguarding Children Board (NSCB) and Bedfordshire Safeguarding Children's Board (IFD). Fernynwoods staff are advised to visit the following sites during the year to update their knowledge.

Northamptonshire Safeguarding Children Partnership:

<http://www.northamptonshirescb.org.uk>

Bedford Borough Council Safeguarding Children Partnership:

<https://www.bedford.gov.uk/social-care-and-health/children-and-families/safeguarding-children-partnership>

17. CONTACTS

National Society for the Prevention of Cruelty to Children (NSPCC):

0800 800 5000

help@nspcc.org.uk

Fermynwoods Designated Safeguarding Leads:

Fermynwoods Education Coordinator (Jenny Cooper): jenny@fermywoods.org

Fermynwoods Education Curator (Abbie Canning): abbie@fermywoods.org

Fermynwoods Director (James Steventon): james@fermywoods.org / 01832 731257

Fermynwoods Trustee (Rhona Rowland): rhona.rowland@vshlaw.co.uk

In the event of an immediate safeguarding issue:

- If it is an emergency and a child may be in immediate danger contact the emergency services directly by calling 999.

To make a safeguarding referral:

Northamptonshire

Northamptonshire Multi-Agency Safeguarding Hub (MASH)

0300 126 1000

MASH@northamptonshire.gcsx.gov.uk

www.northamptonshirescb.org.uk

To contact Northamptonshire Social Care urgently, call the out-of-hours team on 01604 626938

Bedfordshire

Bedfordshire Multi-Agency Safeguarding Hub (IFD)

0300 300 8585

<https://ehchildandfamilies.bedford.gov.uk> (Online Portal)

www.bedford.gov.uk

To contact Bedfordshire Social Care urgently, call the out-of-hours team on 0300 300 8123

Police Emergencies

If a child is in immediate danger, left alone or missing, contact the police and/or ambulance service directly on 999.

18. REFERENCES

Convention on the Rights of the Child, United Nations, Article 1

https://www.unicef.org.uk/wp-content/uploads/2010/05/UNCRC_united_nations_convention_on_the_rights_of_the_child.pdf

Arts Council England's Safeguarding Policy Document 2017

<https://www.artscouncil.org.uk/advice-and-guidance-library/safeguarding-and-child-protection>

UK Government's Working Together to Safeguard Children 2018

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

19. RECORDING FORM FOR SAFEGUARDING CONCERNS

Staff, volunteers, artists or visitors are required to complete this form and pass it to a Fermynwoods Designated Safeguarding Lead, detailed below, if they have a safeguarding concern about a child or young person.

Name of child	
Date of birth	
Your name and role	
<p>Nature of concern/disclosure <i>Please include where you were when the child made a disclosure, what you saw, who else was there, what did the child say or do and what you said.</i></p> <p><i>[Ensure that if there is an injury this is recorded (size and shape) and a body map is completed]</i></p> <p><i>[Make it clear if you have raised a concern about a similar issue previously]</i></p>	
Time & date of incident	
Name and position of the person you are passing this information to	
Your signature	
Time and date form completed	
Time and date form received by DSL	
Action Taken by DSL	
<p>Referral made to Social Care</p> <p><i>[yes/no, date and time]</i></p>	

Referral made to police [yes/no, date and time]	
Referral Made to Other Agency [yes/no, date and time, name of organisation]	
Director Informed [yes/no, date and time]	
Feedback given to child [yes/no, date and time]	
Feedback given to person who recorded disclosure [yes/no, date and time]	
Further Action Agreed	
Full Name of DSL	
Signature of DSL	
Date of Signature	

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