



## Happiness Outdoors Project

### **Child Safeguarding Policy**

Safeguarding applies to all staff and volunteers working on behalf of the Happiness Outdoors Project (HOP).

The purpose of HOP's Child Safeguarding Policy is to:

- Ensure that everyone taking part in HOP activities have a safe environment to learn and develop.
- Provide all staff and volunteers with clear principles to safeguarding and child protection.

All staff and volunteers will sign in at the School Reception. Visitors will never be left alone with the children.

Parental / carer communication and permissions will be maintained in accordance with the School Policy.

HOP is committed to creating an environment which is safe from abuse and where any suspicion of abuse is promptly and appropriately dealt with. It is the responsibility of all HOP staff and volunteers to ensure the safety of children whilst in the care of HOP staff.

HOP staff recognise that:

- The welfare of the child is paramount, as enshrined in the Children Act 1989.
- All children regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm and abuse.
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs, SEND or other issues.
- Working in partnership with children, their parents/carers, the school and other agencies is essential in promoting young people's welfare.

HOP staff will seek to keep young people safe by:

- Valuing them, listening to them and respecting them
- Recruiting staff and volunteers safely by gathering: references / employment history
- Having an up-to-date Enhanced Disclosure and Barring Service (DBS) check.
- Ensuring adults who help volunteer with HOP on a regular basis have an up-to-date DBS check.
- Ensuring all staff and regular volunteers attend safeguarding training and have read Part 1 of KCSIE 2025 (Keeping Children Safe in Education)

[https://assets.publishing.service.gov.uk/media/68b02d1efef950b0909c1734/Keeping\\_children\\_safe\\_in\\_education\\_2025\\_part\\_one\\_Information\\_for\\_school\\_college\\_staff.pdf](https://assets.publishing.service.gov.uk/media/68b02d1efef950b0909c1734/Keeping_children_safe_in_education_2025_part_one_Information_for_school_college_staff.pdf)

- Ensuring all staff and volunteers are familiar with the School Code of Conduct and Safeguarding Procedures and the Designated Safeguarding Lead (DSL).
- Ensuring staff and volunteers respond promptly and appropriately to all incidents or concerns of abuse that may occur as outlined in the safeguarding procedures.
- Recording, storing and sharing all information professionally and securely in line with safeguarding, communications and confidentiality procedures.
- Adhering to the school's safeguarding policy.

### **1.1 Preparing children for HOP sessions**

To enable the safety of children taking part in HOP sessions they will be:

- Dressed appropriately for the conditions and activity.
- Shown safe procedures to manage risk and to keep them protected during activities.

### **1.2 Use of photographs and video**

To protect the children, HOP staff will follow the HOP Data Protection Policy and School Policy.

### **1.3 Safeguarding Procedure**

It is important to be aware that during HOP sessions, children may become more confident and feel more secure. This, together with the development of risk-taking skills, could increase the chance of disclosure about a safeguarding issue being made.

If a HOP member of staff is concerned about a child, they will:

- Listen to the child carefully.
- Not promise confidentiality.
- Explain that they may have to talk about the disclosure to someone else.
- Record/share their concerns as soon as possible with the school Designated Safeguarding Lead and follow school procedures for recording.
- Complete a HOP safeguarding yellow slip as soon as possible.
- If still concerned, Devon's Multi-Agency Safeguarding Hub (MASH) will be contacted on 0345 1551071 or email [mashsecure@devon.gcsx.gov.uk](mailto:mashsecure@devon.gcsx.gov.uk) and as much information as possible will be provided.
- If a child is at immediate risk, contact the police on 999. All suspicions and investigations will be kept confidential and shared only with those who need to know. Positive action will be taken to ensure the protection of participants who are subject to any concerns.
- If relevant, if a HOP staff member/volunteer is an implicated adult(s) they will be encouraged to leave HOP until the disclosure is officially cleared/action taken.

### **1.4 Adult : Child Ratios**

The following minimum adult ratios will ensure appropriate support and supervision of children and young people at all times:

- Foundation Stage: 1 adult: 4 children
- Key Stage 1: 1 adult: 6 children
- Key Stage 2: 1 adult: 10 children

These ratios are for guidance only for groups of children and suitable levels of support will be determined in advance depending on the types of activity and needs of the group. No unauthorised person, without appropriate DBS check, will work unsupervised with children.

### Approval and Review

This policy will be reviewed by the Directors annually, as part of the financial planning cycle.

Version No	Approved By	Approval Date	Main Changes	Review Period
1.0	Directors	July 2024	Initial draft approved	Annually
2.0	Directors	September 2025	Updated in line with KCSIE 2025	Annually