



SAFEGUARDING POLICY FOR PARENTS/CARERS AND YOUNG PEOPLE

REFERENCE:**OWNERSHIP:** AP Lead**AUTHORISED BY:** Emma Draper (Director)**REVIEW:** September 2026

Safeguarding Policy for Parents, Carers and Young People

Written to comply with DfE Statutory Guidance - Keeping Children Safe in Education, September 2025

Introduction

At Churchwood Forest School CIC we have a duty as far as is possible to keep the young people in our care, safe and to put their best interests first.

We will do what we can to:

- Protect young people from being badly treated;
- Stop anything that harms young people physically or mentally, or prevents healthy development;
- Make sure young people are safe and well cared for;
- Act in the best interests of the young person.

Concerns

Young people, parents and carers should always speak to staff if they are worried about someone, or if something is, or seems wrong. Our staff will always listen and take seriously what you tell them. There are specially trained staff in every [name of provider] Centres called Designated Safeguarding Leads (DSLs), who will know what to do. There is a poster in each Centre telling you who the DSLs are, but you can speak to ANY member of staff if you have a concern.

We think you should feel safe speaking to staff in the Centre, but there may be reasons why you don't, including if your concern involves them. If you are not comfortable speaking to a member of staff, there are other ways you can still tell someone about something you are worried about:

- You can use the Contact Form on our website – www.churchwoodforestschool.com This will send a message to a [name of provider] Director, who is also a DSL.
- You can contact the NSPCC helpline by calling 0808 800 500 or by emailing help@nspcc.org.uk. If a child is in immediate danger, call 999.

Complaints

You can also use our 'Complaints Procedure' if you are not happy about something that has happened in a Churchwood Forest School CIC Centre that is not necessarily a safeguarding concern.



You can find this on our website –www.churchwoodforestschool.com

Our staff

We carefully select our staff and volunteers to make sure they are safe people to be working with children and young people. This includes carrying out checks on them, including a 'DBS' check (Disclosure and Barring Service check), before they start working with us. We will never appoint a member of staff or a volunteer that we are unsure of.

All our staff are carefully and regularly trained so that they understand the issues young people might face and know what to do if they are concerned about anyone. There are staff in every Centre who are trained to deal with first aid emergencies and all staff are trained in health and safety.

Recording and sharing information

We record all concerns and action taken on a secure computer-based system. Information recorded here cannot be seen by everyone - only by a small number of specially trained staff who have the right level of access.

We record everything so we can make sure we are doing everything we can to help and so that we can spot any patterns that emerge over time. We can't ever promise to keep information a secret, but concerns are always treated sensitively and confidentially, and will only ever be shared on a 'need to know' basis to keep a young person safe. For this reason we will not always report safeguarding concerns to parents and carers, although we will speak to them if we think it is appropriate and will help.

Online Safety and Mobile Devices

We ask young people, parents and carers to read and sign an 'Online Safety Agreement' when they join us. This sets out how we will work together safely when using computers, mobile devices and the internet.

At the [name of provider] Centre we control internet use with filters and young people should not be able to access harmful or inappropriate sites while using computers. At home, it's up to parents and carers to do this. You can find helpful guidance online, by searching for 'online safety advice for parents'. We particularly recommend:

NSPCC
Thinknow
Internet Matters
Childnet
The Safer Internet Centre

Young people may bring mobiles to [name of provider] as long as they are on silent or switched off and handed to staff at the beginning of the day. Young people may be able to check for messages at agreed times, provided they are only used in accordance with the Online Safety Agreements they have signed.

Our policies

This document is a brief summary of some key pieces of safeguarding information, but [name of



provider] has more detailed policies covering a range of health, safety and welfare topics, that you can read if you want to. We review these every year. These are on our website or available from any member of staff.

They include:

Safeguarding Full Policy
Health and Safety policy
Safeguarding - Staff Code of Conduct
Trips and visits Policy
Safeguarding – Dealing with concerns and allegations against staff
Incident reporting Policy
Use of Volunteers Policy
First Aid Policy
Safeguarding – E-Safety Policy
Medicines Policy
Fire Safety Policy
Safeguarding – Visitors Procedure & Agreement
Data Protection Policy
Absconders and Children missing from education or home Policy
Risk assessment Policy
Working alone or one-to-one Policy and procedures
Behaviour Policy
Whistleblowing Policy
Anti-Bullying Policy
Complaints Procedure

VERSION CONTROL

Version	Date	Change Summary	Author/Reviewer	Approved by:
1	8/9/25	Initial	Mark Wrangles	



Appendix: Local safeguarding contacts (Devon)

Local safeguarding contacts (Devon)

- Children (Front Door/MASH): 0345 155 1071 · mashsecure@devon.gov.uk
- LADO (allegations against adults): 01392 384964 · childsc.localauthoritydesignatedofficersecure-mailbox@devon.gov.uk
- Out of Hours Emergency Duty Service (Adults & Children): 0345 600 0388
- Adult safeguarding (Care Direct): 0345 155 1007 · csc.caredirect@devon.gov.uk
- Prevent (advice): 01392 225130 · ACT Early support line 0800 011 3764
- NSPCC Helpline: 0808 800 5000 · help@nspcc.org.uk · Childline: 0800 1111
- Ofsted whistleblowing: 0300 123 3155 · whistleblowing@ofsted.gov.uk