

Essex Wildlife Trust

Part 2 Policy – Safeguarding in Early Years Foundation Stage Provision

This Policy is part of Essex Wildlife Trust’s approach to Safeguarding and should be read in conjunction with the following additional documents:

- Part 1 Policy - Safeguarding Children, Young People & Adults at Risk
- Part 1 Procedure - Safeguarding Children, Young People & Adults at Risk
- Part 2 Procedure – Safeguarding in Early Years Foundation Stage Provision

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1. Introduction

Essex Wildlife Trust (EWT) is committed to safeguarding all staff, volunteers, trustees, EWT members and members of the public who use the Trust land, services and facilities, and to protecting children, young people and vulnerable adults from abuse and harm. We are committed to practices that protect everyone and consider that safeguarding of all is everyone's responsibility.

This Policy operates alongside the Safeguarding Children, Young People and Adults at Risk Policy (Part 1) and Procedure (Part 1); this Part 2 Policy is specific to the Early Years Foundation Stage (EYFS) provision at EWT, and is supported by the Part 2 Procedure, which should be read in addition to this Part 2 Policy.

Safeguarding children is vital for our Nature Nursery setting; it is integral to our legal compliance with Ofsted, and also to protecting and promoting the welfare of children, and enhancing confidence and trust in our Early Years provision.

The Nature Nursery is a member of the Early Years Alliance and adheres to its expressed three key commitments for Safeguarding, referenced in the following broad statements:



- The Nature Nursery is committed to building a culture of safety in which children, young people and vulnerable adults are protected from abuse and harm in all areas of its service delivery.
- The Nature Nursery is committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set out in 'What to do if you are worried a child is being abused' (HMG 2015) and 'No Secrets' (updated by the Care Act 2014) and Working Together 2018.
- The Nature Nursery is committed to promoting awareness of child abuse issues throughout its training and learning programmes. It is also committed to empowering children, young people and vulnerable adults, through its curriculum, promoting their right to be 'strong, resilient and listened to'.

2. Aims of our Nature Nursery

As an Early Years Foundation Stage provider, the aims of our Nature Nursery are to:

- Provide a safe environment for the children to learn and develop.
- Keep the child at the centre of all that we do.
- Ensure staff are trained from induction to understand and apply our safeguarding policies and procedures, are alert to identifying possible signs of abuse (including those signs known as 'softer' signs), understanding what is meant by safeguarding children/child protection and are aware of the different ways in which children can be harmed, including by other children through bullying or discriminatory behaviour;
- Be aware of the increased vulnerability of children with Special Educational Needs and Disabilities (SEND) and other vulnerabilities, and/or families and children who are isolated.
- Ensure staff understand how to recognise early indicators of potential radicalisation and terrorism threats and act on them appropriately in line with national and local procedures.
- Ensure that all staff feel confident and supported to act in the best interest of the child, share information and seek the help that the child may need.
- Ensure that all staff are familiar and updated regularly with child protection training updated every 2 years and procedures and kept informed of changes to local/national procedures, including thorough annual safeguarding newsletters and updates.
- Make any child protection referrals in a timely way, sharing relevant information as necessary in line with procedures set out by the Essex Safeguarding Children Board.
- Ensure that information is shared only with those people who need to know in order to protect the child and act in their best interest.
- Make any referrals relating to extremism to the police (or the Government helpline) in a timely way, sharing relevant information as appropriate.



- Keep the setting safe online using appropriate filters, checks and safeguards, monitoring access at all times.
- Ensure that children are never placed at risk while in the charge of nursery staff.
- Identify changes in staff behaviour and act on these.
- Take any appropriate action relating to allegations of serious harm or abuse against any person working with children or living or working on the nursery premises including reporting such allegations to Ofsted and other relevant authorities.
- Ensure parents are fully aware of child protection policies and procedures when they register with the nursery and are kept informed of all updates when they occur.
- Regularly review and update this policy annually with staff and parents where appropriate and make sure it complies with any legal requirements and any guidance or procedures issued by Essex Safeguarding Children Board. We will support children by offering reassurance, comfort and sensitive interactions. We will devise activities according to individual circumstances to enable children to develop confidence and self-esteem within their peer group and support them to learn how to keep themselves safe.
- To ensure there is a Designated Safeguarding Person for the EYFS and that all staff and volunteers know the names of all Trust designated and deputy designated officers and their roles.
- To ensure that all staff and volunteers understand the nature of abuse, and the correct procedures, should concern over a child in our care arise.
- To identify children who are suffering or likely to suffer significant harm, and take appropriate action with the aim of making sure they are kept safe both at home and at Nature Nursery.
- To support children who have been abused in accordance with their agreed child protection plan.
- To prevent unsuitable people working with children at Nature Nursery.

3. Policy Statement

Our policy is:

- To protect children, young people and adults at risk who use all and any services and facilities of Essex Wildlife Trust;
- To provide staff and volunteers with the overarching principles that guide our approach to safeguarding and child protection;
- To ensure full commitment to the principle that Safeguarding and promoting the welfare of children, young people and vulnerable adults is everyone's responsibility.

EWT is committed to achieving a nurturing and child-centred environment where children are safe and can have fun.

In order to fulfil our commitment, EWT will operate in accordance with the following legislation and guidance:



Children Act 1989 (as amended 2004) (Every Child Matters)
Childcare Act 2006
Statutory Framework for the Early Years Foundation Stage (EYFS) 2017 (updated September 2021)
Children and Young Persons Act 2001
United Nations Convention on the Rights of the Child 1991
Data Protection Act 2018
The Children and Social Work Act 2017
Safeguarding Vulnerable Groups Act 2006
What to Do if You are Worried a Child is Being Abused 2015
Working Together to Safeguard Children 2018
Keeping Children Safe in Education 2019, 2020 & 2022
- Safeguarding concerns templates (in safeguarding file 2021)
- COVID Flowchart (2021)
- SET procedures
- Body Map
- Prevent Policy (2021)
- Safeguarding Audit (2021)
Equality Act 2010
Human Rights Act 1998
Sexual Offences Act 2003
Protection of Freedoms Act 2012
Children & Families Act 2004
Special Educational Needs and Disability Code of Practice 2014
Information Sharing Guidance 2018
Care Act 2014
Care & Support Statutory Guidance 2020
Mental Capacity Act 2005
Charity Commission Safeguarding Guidance 2019
Serious Crime Act 2015
Female Genital Mutilation Act 2003
Modern Slavery Act 2015
Counter Terrorism and Security Act 2015

The Trust Safeguarding Policies & Procedures (Both Part 1 & Part 2 Early Years) will be reviewed **annually** and updated accordingly. All staff and volunteers will be informed of any changes, and an updated policy and procedure will be published on the EWT website, and internally on WildPoint.

4. Aims of this Policy

This policy aims to ensure the safety of children in our care and give them the best start in life through our Early Years provision.



Leadership & Governance

- Support the health, development and protection of all children, young people and vulnerable adults in ways that will foster security, confidence and a systematic means of monitoring those known to be or thought to be at risk of harm, including through radicalisation.
- Ensure that the Trust contributes to assessments of needs which includes referral to early intervention services if they are in need of specialist support services.
- We will respond promptly and appropriately to all incidents or concerns of abuse or potential harm, working with partner organisations/statutory providers where necessary and appropriate.
- Develop a structured procedure within the Trust which will be followed by all members of the Trust in cases of suspected abuse.
- Ensure the Trust has robust systems in place for ensuring that true and accurate records of events are kept and appropriately stored, and to ensure that any such records clearly differentiate between fact and opinion.
- Develop and promote effective working relationships with other agencies, including the Police, Essex Safeguarding Children Board (ESCB) and Social Care, including in relation to preventing terrorism.
- Ensure that all staff and volunteers working within the Trust have been checked as to their suitability, including verification of their identity.

Environment & Culture

- Provide an environment in which all children, young people and adults at risk feel safe, secure, valued and respected, and feel confident and enabled to approach adults if they are in difficulty, believing they will be effectively listened to regardless of race, gender, sexual orientation, gender reassignment, religion or belief.
- We will operate a culture of safety, in which children are protected from abuse and potential harm in all areas of our service delivery.
- Emphasise the need for, and promote, good levels of communication between all members of staff.
- Advise staff and volunteers to maintain an attitude of “it could happen here” wherever safeguarding is concerned and always to act in the interest of the child, young person or adult at risk.

Learning & Development

- Raise the awareness of all staff of the need to safeguard children, young people or adults at risk and of the responsibility incumbent on every member of staff to identify and report promptly possible cases of abuse to the relevant agency and to enable everyone to have a clear understanding (through our procedures) of how their responsibilities should be carried out.
- We will promote awareness of safeguarding children through staff training.



- We will empower children through the early childhood curriculum, promoting their right to be strong, resilient and for their voice to be heard.
- Raise awareness through ongoing training, ensuring staff are made aware of the indicators of abuse and the action to take if such an action is suspected.
- Develop a robust system of continuous learning, through reflective practice, lessons learned from case management reporting, feedback from staff and volunteers via a safeguarding forum, collaboration with external agencies, and strong communications across the Trust.

We recognise that:

- The welfare of the child, young person or adult at risk is paramount, as legislated for in the Children Act 1989 (amended) and the Safeguarding Vulnerable Groups Act 2006.
- Children, young people and adults at risk regardless of age, religion or belief, race, disability, sex, gender, sexual orientation, gender reassignment, or marital status have a right to equal protection from all types of harm or abuse.
- Some children, young people or adults at risk may be additionally vulnerable due to the impact of previous experiences, their level of dependency, communication needs or other issues.
- Working in partnership with other agencies is essential in promoting welfare and safeguarding.

5. Policies & Procedures

This Part 2 Policy should be read alongside the following policies/procedures/guidelines:

- Part 1 Policy - Safeguarding Children, Young People & Adults at Risk
- Part 1 Procedure - Safeguarding Children, Young People & Adults at Risk
- Part 2 Procedure – Safeguarding in Early Years Foundation Stage Provision
- Safer Recruitment
- Health & Safety
- Lone Working
- Whistleblowing
- Complaints
- Code of Conduct
- Recording and Sharing Information

6. Our Commitment to Delivery

We will deliver on our commitment to safeguarding children, young people and vulnerable adults by:

Leadership & Governance



- ✓ Appointing a Designated Safeguarding Lead (DSL), Deputy Designated Safeguarding Lead(s) (DDSLs), Safeguarding Officers (with representation across the Trust) and a lead Board Member for Safeguarding, and to ensure the Nature Nursery has a named Designated Person for EYFS.
- ✓ Ensuring all designated officer roles and contact information are provided to all staff and volunteers.
- ✓ Establish a Safeguarding Action Group (SAG), to undertake case management, reflective learning and monitoring and reporting to Board via Risk Management Committee.
- ✓ Adopting and applying child protection and safeguarding practices through robust procedures and a Code of Conduct for staff and volunteers.
- ✓ Providing effective management for staff and volunteers through supervision, support, training and quality assurance measures.
- ✓ Recording and storing all information securely.
- ✓ Developing and implementing an effective e-Safety Policy/Procedure via GDPR documentation.
- ✓ Abide by our legal responsibility to report all and any safeguarding concerns and incidents.
- ✓ Maintain confidentiality regarding all concerns and incidents, ensuring they are only shared with the CEO, DOO, DSL, DDSLs, or nominated Safeguarding people (at sites), and relevant external agencies. All reporting will adhere to the principles of GDPR.
- ✓ Using our safeguarding procedures to share concerns with relevant agencies, involving children, young people and vulnerable adults and families as appropriate.
- ✓ Creating and maintaining an anti-bullying environment and dealing effectively with any bullying that may arise.

Environment & Culture

- ✓ Valuing children, listening to and respecting them.
- ✓ Establish a Safeguarding Forum, working alongside the Safeguarding Action Group (SAG), with Nature Nursery as well as all other EWT sites represented, to maximise communications and embed a culture of safety at the Trust.
- ✓ Undertaking DBS checks at the appropriate level for roles that work with, or oversee those who work with, children, young people and adults at risk (see Appendix 2).
- ✓ Expecting the reporting of concerns.
- ✓ Ensuring that a safe physical environment is in place for all by applying health and safety measures in accordance with law and the regulatory guidance.



- ✓ Enabling a culture of openness and honesty where people can be challenged and where unacceptable behaviour is reported (following due procedure).
- ✓ Applying robust recruitment procedures to ensure safe recruitment through verifying all checks have been completed.

Learning & Development

- ✓ Training staff, volunteers and Trustees to an appropriate level (see Appendix 1), recording this information, and maintaining training up-to-date with regular refresher courses.
- ✓ Sharing Safeguarding guidance through updates, training, one-to-ones and via the Safeguarding Action Group and Safeguarding Forum.
- ✓ Developing a robust system of continuous learning through reflective practice, Lessons Learned from case management reporting, feedback from staff and volunteers via the safeguarding forum, collaboration with external agencies, and strong communications across the Trust.

7. Key Roles

Role	Title
Board Trustee	
Chief Executive Officer	
Designated Safeguarding Lead/s (DSL)	Director of People & Culture Director of Engagement
Deputy Designated Safeguarding Lead/s (DDSL)	Head of Community Engagement Head of Culture & Development Wilder Learning Manager
EYFS (Nature Nursery) Deputy Designated Safeguarding Lead (DDSL)	Nature Nursery Manager
Safeguarding Ambassadors:	Director of Finance & Systems Director of Conservation Commercial Director
Safeguarding Officers:	Each directorate will have one senior manager nominated as a Safeguarding Officer. All managers within the Education Team (not already listed above) will be nominated as Safeguarding Officers.
Safeguarding Champions	Each directorate will have a minimum of one safeguarding champion nominated.



Local Safeguarding Children Board	Children & Families Hub
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Please see **Safeguarding Contacts List** on WildPoint for up to date Safeguarding contact details.

Specific contact information relating to EYFS – in addition to above:

Local Authority Children’s Social Care Team 0345 6037627

Local Authority Designated Officers (LADOs) - Carole Fuller, Jacquie Wilkes, Mechelle De Kock, Rebecca Scott **03330 139797**

Essex Safeguarding Children Board website – <https://www.esbc.co.uk>

Ofsted 0300 1231231

NSPCC 0808 800 5000

Police – non emergency 101 **Emergency** 999

Government Helpline for Extremism Concerns 020 7340 7264

Essex Referral Team for low level concerns 023 9247 5503

8. Role of Governance

- The Board of Trustees is committed to the [Charity Governance Code](#) which enables and supports compliance with relevant legislation and regulation.
- The Board of Trustees operates in accordance with [the Charity Commission Safeguarding Guidance 2019](#), ensuring that effective Safeguarding policies and procedures are in place, with a Code of Conduct applicable to all staff and volunteers.
- The Board is responsible for the approval of all new and reviewed policies and procedures relating to Safeguarding, including a review of the effectiveness of procedures and their implementation.
- It is the governance responsibility of the Board to be aware of all specific safeguarding issues; the DSL is responsible for upward reporting and will do so through quarterly meetings with the Safeguarding Action Group (SAG), reporting to Board via the Risk Committee. The DOO, DSL, DDSL and Safeguarding Trustee form the SAG.
- The SAG takes responsibility for all case management at the Trust. After any safeguarding related incident, the SAG undertakes a review of the procedure(s) and the efficiency with which the safeguarding duties and procedures have been discharged, making recommendations for improvement from key lessons learnt; this is to:
 - Ensure any deficiencies or weaknesses in safeguarding arrangements at the Trust are amended without delay.
 - Approve amendments to Safeguarding arrangements with regard to changing legislation and recommended best practice.

- Consider the roles of the DSL and DDSLs to ensure they have sufficient time, funding, supervision, regular training and support to carry out their duties and responsibilities.
- The Safeguarding Action Group (SAG) works to evaluate policies and their implementation.
- Trustees prioritise safety and safeguarding of children, young people and adults at risk at the Trust, and contribute to a culture of safety whereby staff are confident to challenge anyone, including senior leaders, over safeguarding concerns.

9. Role of Safeguarding Ambassadors

Are responsible and accountable for ensuring that all staff and volunteers adhere to the policy and best practice and ensure that all staff fully understand the importance and priority of safeguarding in the Trust and their own responsibilities in relation to it.

10. Role of the Designated Safeguarding Lead and Deputies

The Designated Safeguarding Lead (**DSL**) and Deputy Designated Safeguarding Lead(s) (**DDSLs**) are responsible for:

- Ensuring all staff and volunteers are briefed through appropriate and varied means of communication on the relevant content of statutory guidance and procedures, including the briefing of new staff as part of induction.
- Receiving reports of alleged or suspected abuse within the Trust, and taking the appropriate action as specified in the Safeguarding Procedure. The DSL and DDSLs will share responsibility for ensuring appropriate availability to cover operating times at the Trust in order to discuss safeguarding concerns. Emergency contact arrangements are agreed between the DSL and DDSLs, and communicated throughout the organisation.
- The DSL and DDSLs will share responsibility for convening and chairing the SAG meetings, which will be held quarterly.
- SAG will have responsibility for case management following all reports of safeguarding incidents and concerns, including the production of Lessons Learnt reporting.
- In addition to case management, the SAG has responsibility for supporting communication and embedding a culture of safety throughout the Trust. To support this, a Safeguarding Forum will meet quarterly, chaired by a member of SAG (usually the DSL or a DDSL). The Forum consists of representatives - including Safeguarding Officers – from across the Trust, and outcomes will be reported to the quarterly SAG meetings.



11. Role of Safeguarding Officers

- Safeguarding Officers at the Trust are members of staff who have responsibility for disseminating information on safeguarding throughout the Trust, to build on a culture of safety and ensure sharing of knowledge and understanding regarding practices and processes.
- Safeguarding Officers will represent colleagues at Safeguarding Forum meetings, where issues pertinent to a safe working environment are shared – such as changes/updates in legislation, and identified need for additional or specific training for example – and that information is then communicated across teams. Each function at the Trust will have a Safeguarding Officer to represent at these Safeguarding Forum meetings.
- Safeguarding Officers are expected to participate in knowledge and information sharing at meetings, to have a good understanding of the Trust’s policies and procedures, and to be aware of the key contacts and the processes for reporting any concerns, issues or worries. Their role is a supporting one, where they can be approached by anyone with a concern or worry – with a view to directing concerns to the Designated or Deputy Safeguarding Leads; all issues and concerns should be directed through the Designated or Deputy Safeguarding Leads.

12. Role of Safeguarding Champions

- Safeguarding Champions at the Trust are members of staff who will support Safeguarding Officers to disseminate information on safeguarding throughout the Trust, to build on a culture of safety and ensure sharing of knowledge and understanding regarding practices and processes.
- Safeguarding Champions will have regular two-way communication with and will support Safeguarding Officers colleagues from their Directorate, and will share issues pertinent to a safe working environment– such as changes/updates in legislation, and identified need for additional or specific training for example – and that information is then communicated across teams. Each function at the Trust will have Safeguarding Champion/s.
- Safeguarding Champions are expected to participate in knowledge and information sharing with Safeguarding Officers, to have a good understanding of the Trust’s policies and procedures, and to be aware of the key contacts and the processes for reporting any concerns, issues or worries. Their role is a supporting one, where they can be approached by anyone with a concern or worry – with a view to directing concerns to the Designated Safeguarding Officer or Deputy Safeguarding Leads.



SAFEGUARDING IS **EVERYONE'S RESPONSIBILITY; ALL STAFF, TRUSTEES AND VOLUNTEERS ARE EXPECTED TO **SPEAK UP** IF THEY HAVE ANY CONCERN ABOUT A SAFEGUARDING ISSUE.**

CERTAINTY IS **NOT REQUIRED BEFORE SPEAKING UP – IF THERE IS ANY CONCERN OR WORRY, OR IF ANYONE IS UNSURE OF WHAT TO DO, SPEAKING WITH THE PERSON RESPONSIBLE FOR SAFEGUARDING (OR ANYONE NAMED IN THE **EW**T KEY SAFEGUARDING CONTACTS LIST, AVAILABLE IN THE SAFEGUARDING INFORMATION FOLDER ON **WILDP**POINT.) IS THE FIRST STEP.**

SPEAKING UP AND SHARING **ANY CONCERN IS **ALWAYS****



Appendix 1

Safeguarding Training

1. **All those with Designated Safeguarding Lead (DDL) and Deputy Designated Safeguarding Lead (DDSL) responsibility will undertake:**
 - Safeguarding Level 3 training (mandatory) (every 2 years)
2. **All those with Safeguarding Officer responsibility will undertake:**
 - Safeguarding Level 2 training (mandatory)
3. **Those with Governance and Trust responsibility (Board Safeguarding lead, CEO and Safeguarding Trustee) will undertake:**
 - Safeguarding Level 2 training (mandatory – minimum requirement)
 - Leadership-specific Safeguarding training

The 2022 Keeping Children Safe in Education statutory guidance stipulates that trustees should receive appropriate safeguarding and child protection training at induction, and then at regular intervals. Training should provide them with the knowledge to ensure their organisation's safeguarding policies and procedures are effective.

4. **Other requirements for Level 3 training:**

- All Education managers (mandatory – minimum requirement)

5. **Other requirements for Level 2 training:**

- All Education staff (mandatory – minimum requirement)

6. **Level 1 training:**

- All staff

7. **In-house Training:**

- All managers of volunteers
- All relevant volunteers

The 2020 update of the statutory guidance, Keeping Children Safe in Education stipulates staff should also update their knowledge and skills at regular intervals, stating that all staff should receive safeguarding updates '**at least annually**'.

Summary and frequency of training

	Role	Level	Frequency



1	Designated Safeguarding Lead (DDL) and Deputy Designated Safeguarding Lead/s	Level 3	Every 2 years
2	All Education Managers	Level 3	Every 2 years
3	All other Education staff	Level 2	Every 2 years
4	Safeguarding Officers	Level 2	Every 2 years
5	All staff	Level 1	Every 2 years
6	Those with Governance and Trust responsibility (Board Safeguarding lead, CEO and Safeguarding Trustee)	Level 2	Every 2 years
7	Volunteers	In-house training as part of induction or as appropriate depending on role.	

Note: Any staff member delivering any form of education who works regularly and unsupervised with children will have Level 1 training at appointment to their role, and **MUST** upgrade to Level 2 within one year of employment with the Trust. Anyone working regularly with young people, adults at risk, and children with low self-esteem/poor wellbeing is recommended to attend a Mental Health First Aid course. This can be arranged via the Learning & Development Department.



Appendix 2

Essex Wildlife Trust

DBS Policy and Procedure

This Policy is part of Essex Wildlife Trust's approach to Safeguarding and should be read in conjunction with the following documents:

- Part 1 – EWT Procedure - Safeguarding Children, Young People & Adults at Risk
- Part 2 – EWT Policy - Early Years Provision
- Part 1 – EWT Policy - Safeguarding Children, Young People & Adults at Risk
- Part 2 – EWT Procedure – Early Years Provision
- Safer Recruitment Policy

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1. Policy Statement

Essex Wildlife Trust is committed to safeguarding the welfare of those accessing its services and has a duty of care for children, young people and vulnerable adults in our society. To this end the Trust actively promotes the safer recruitment and employment of all those working or volunteering with the Trust either in a paid or unpaid capacity.

Certain roles within the Trust, both paid and voluntary, require a Disclosure and Barring Service (DBS) check.



2. Aims of Policy

This policy and procedure will:

- outline the Trust's position in relation to requesting a DBS check
- clarify what happens when content is received on a disclosure

This policy and procedure follows the guidance of the Disclosure and Barring Service.

3. DBS Checks

DBS checks enable safer recruitment and are a legal requirement for regulated activity employers in the UK to report any safeguarding concerns to the DBS. It is illegal for anyone barred by the DBS to work, or apply to work with, children and adults at risk. It is illegal for an employer to employ a person on the barred list.

Regulated activity includes teaching, training or instruction, care or supervision of children, frequently (three days or more in a 30 day period), health or personal care, at a specified place e.g. school. It also includes managing any household activities for adults, such as cash, paying bills or shopping, transporting, personal care or social work.

The Trust has a legal obligation to conduct a Disclosure & Barring Service (DBS) check on some regulated roles. The Trust may also choose to carry out a DBS check on any of its staff, workers, volunteers or contractors.

There are several levels of checks and the Trust must undertake a check that is appropriate for the role in question. The DBS guidance is summarised below and the most common roles requiring checks are noted (this is not an exhaustive list):

Enhanced Check with a Children's Barred Checklist

- Education Officers / other staff and volunteers who will be working directly with children who are unsupervised (e.g. by parent/responsible person or teacher) more than three times a month.
- Managers of Education Officers / other staff as above.
- Suitable for running a childcare business, such as the Nature Nursery Manager (who also works directly with children).

Enhanced Check without Children's Barred Checklist

- Education Officers / other staff and volunteers who will be supervising children who *are* supervised (e.g. by parent or teacher) more than 3 times a month.
- Managers of Education Officers / other staff and volunteers as above.
- Anyone applying for a gambling or lottery licence, such as the Fundraising Manager.



Standard check

- Suitable for accountants, actuaries or anyone regulated by the financial conduct authority.
- Not suitable for managers of the above.

Basic check

- Suitable for any employee.
- All safeguarding officers.

Checks for SLT and Trustees

- All SLT and Trustees should have a basic check unless they fall into the categories above, particularly if they manage staff working directly with children, have financial responsibilities or some fundraising responsibilities.

Checks required for managers of the people in the roles above will vary. Managers do not automatically need the same level of checks as staff. If you are unsure of what level of check your role requires you can check here <https://www.gov.uk/find-out-dbs-check> or contact the People (HR) team.

Staff and volunteers who require a DBS check must not commence their role with the Trust until their DBS has been received and confirmed to be satisfactory. Please refer to the Safer Recruitment Policy and Procedure for more information on Safer Recruitment.

4. DBS Process

If recruiting to a position that requires a DBS check, you must state this when submitting a recruitment pro forma. If a role requires a DBS check, a DBS statement must be included in the advert for the post, in the job pack and also mentioned at interview.

When you have a successful candidate for the post and a DBS is required, the People (HR) team will send a DBS application form to the individual, who will then ask for evidence of ID and will proceed to undertake the relevant type of DBS check.

If you are unsure whether a post requires a DBS check, please see the section above entitled 'DBS checks'. It will depend upon the type of activity and level of exposure that staff member/volunteer will have to children and/or adults at risk and the following questionnaire may be used to determine the appropriateness of an application: <https://www.gov.uk/find-out-dbs-check>. If you are still unsure whether a post requires a DBS check, please contact the People (HR) team to discuss.

Once a DBS check has been completed, the candidate will receive their disclosure via the post. Although the People (HR) team is notified of the outcome via the Disclosure Services portal, the original document must be submitted to HR as part of the vetting process.



If it is stated the DBS is not clear (i.e. containing a conviction or caution) the individual will be asked to attend a meeting to discuss the DBS disclosure and complete a Risk Assessment. This assessment will consider any impact there may be on the safety of Trust service users and others and on the candidate's ability to be able to appropriately undertake their role. This Risk Assessment will be sent to the Director of People & Culture, Designated Safeguarding Leads and the CEO to assess. If this is signed off, employment or volunteering can be confirmed, although there may be recommendations of which the manager will need to be made aware. If this is not signed off, the new recruit will be notified and the recruitment offer withdrawn.

5. DBS Renewals

HR will monitor renewal dates and will contact each staff member when the renewal check is required, every three years (Volunteering team for volunteers). There is a strict timescale within which staff must complete and return their online DBS application and they must provide their ID to the People (HR) team for verification. If the date of the DBS expiration arrives and this is due to the staff member not providing submitting their application in a timely period, the employee may be suspended without pay and a disciplinary meeting scheduled, a possible outcome could be dismissal. For volunteers, this may result in temporary suspension of duties.

Staff are required to declare any cautions or convictions that occur at any time during their employment. If a renewed DBS disclosure shows any undeclared convictions/cautions, this may be treated as a breach of policy under the Disciplinary Procedure. If anything shows on the DBS, the process as outlined above will be followed. If a DBS is risk assessed following a new caution or conviction and it is felt that the content constitutes a high risk to the organisation, this could lead to the disciplinary process being instigated, an outcome of which could be dismissal.

Cautions/convictions that have been previously risk assessed will be reviewed at each renewal and a record kept.

Note, if there is a change to the type of DBS check required for the individual's role, a new DBS check will need to be submitted.

6. DBS Update Service – Nature Nursery Staff Only

All roles (staff and volunteer) within the Trust's Nature Nursery, are required to have a DBS check. Individuals in these roles are required to subscribe to the DBS Update Service, on an annual basis, which allows them to reuse their DBS check for similar positions and for the Trust to update their check each year or as required. The annual cost of this will be



reimbursed to the staff member via the Trust expenses process. Note, the Update Service is free for volunteers (but still requires an annual subscription to be activated).

This online service allows the Trust, with the permission of the applicant, to check the status of the applicant's DBS certificate(s). The status check will show whether there has been a change to an applicant's DBS certificate since it was last issued by the Disclosure and Barring Service. This should be cross referenced to the information on the original DBS certificate provided by the applicant. Staff and volunteers are required to declare any cautions or convictions that occur at any time during their employment or time respectively with the Trust. If a renewed DBS disclosure shows any undeclared convictions/cautions, this may be treated as a breach of policy under the Disciplinary Procedure.

Applicants can join this on-line update service at the time the DBS certificate is completed or up to 30 calendar days from the disclosure date on the DBS certificate. The subscription to the DBS on-line service lasts for 12 months, at which point must be reviewed by the individual.

The Trust will carry out a DBS status check with the update service annually or on an as required basis, with the permission of the individual.

7. Disclosure and Barring Service – Barred List

For positions that involve working in a regulated activity with children or adults at risk, the Enhanced Disclosure and Barring check includes information held on the two barred lists. The DBS manages these 'barred lists'. One list holds information on individuals who are deemed unsuitable to work with children, the other on those unsuitable to work with adults at risk. An individual may be on both lists.

Essex Wildlife Trust must:

- not employ someone, or use as a volunteer in regulated activity, someone who is on one of the barred lists.
- refer people to the DBS if it is considered they pose, or might pose, a risk to children or vulnerable adults.
- refer to the DBS any staff dismissed for misconduct linked to abuse.
- refer to the DBS any applicant who is found to be on one of the barred lists attempting to apply for a role at the Trust that is involved in regulated activity.

Anyone barred from working with children and/or vulnerable adults is breaking the law if they work or volunteer, or try to work or volunteer with those groups. Essex Wildlife Trust must report anyone to DBS who it discovers is on the barred list.

8. Referring information to the DBS



The Trust will refer to the DBS any employee dismissed because they have harmed, are suspected of harming, or may have harmed had you not dismissed them, a child or adult. A referral will be made even if the employee resigns before they are formally dismissed.

9. DBS First

DBS First checks are only available for Adult checks and so will not be permitted for use within the Trust. A full DBS is required to enable work with children.

10. Transferrable DBS Checks

The Trust is unable to accept DBS checks from another employer unless the candidate has registered with the DBS Update Service. The candidate/staff member must provide the Trust with a copy of the DBS certificate which is registered with the Update Service to allow HR to check the validity of Disclosure online and ensure no further convictions/cautions have occurred since the DBS was issued.

11. Roles and Responsibilities

The People (HR) team is responsible for ensuring compliance with this process and they will ensure where necessary that any DBS disclosure showing a relevant caution or conviction is Risk Assessed by The Director of People and Culture, Designated Safeguarding Leads and the CEO.

12. Statement regarding Disclosure and Recruitment of Ex-Offenders

The Trust is committed to the fair treatment of its staff, potential staff, volunteers and customers, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background. We actively promote equality of opportunity for all and welcome applications from a wide range of candidates including those with criminal records. All candidates are selected for interview based on their skills, qualifications and experience.

The Trust complies fully with the DBS Code of Practice and undertakes not to discriminate against anyone on the basis of conviction or other information; however, if it is believed that a disclosed conviction or caution places our duty of care to children or vulnerable adults at risk, an offer of employment may be withdrawn.

While most DBS checks will be at Standard or Enhanced level, certain posts where staff come into regular lone contact with children and vulnerable adults, will also require a check of the barred lists held by the DBS.

A Disclosure is only requested after a job role assessment has indicated one is both proportionate and relevant to the position concerned. During the application process,



applicants will be asked whether they have any unspent criminal convictions. Unless the nature of the position allows the Trust to ask questions about the entire criminal record, they will ask only about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974. For those roles that are exempt from the Act the candidate may be asked at interview whether they have any spent or unspent cautions or convictions. This must be declared. This information will only be seen by those who need to see it should the application be successful. Failure to reveal information regarding unspent (or spent in some cases) convictions that are directly relevant to the position sought could lead to withdrawal of an employment offer.

Any caution/conviction revealed in a Disclosure will be discussed with the person seeking the position, and a Risk Assessment undertaken.

Having a criminal record will not necessarily prevent anyone from working with The Trust. This will depend on the nature of the position and the circumstances of the offences.

13. Secure Storage, Handling, Use, Retention and Disposal of DBS disclosure and associated information

12.1 General Principles

The Trust complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Certificates and Certificate information. It also complies fully with its obligations under the Data Protection Act 2018 and UK General Data Protection Regulation (GDPR) and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Certificate information.

12.2 Storage and Access

DBS results, documentation and associated Risk Assessments are held securely with access strictly controlled and limited to those who are entitled to see it as part of their duties.

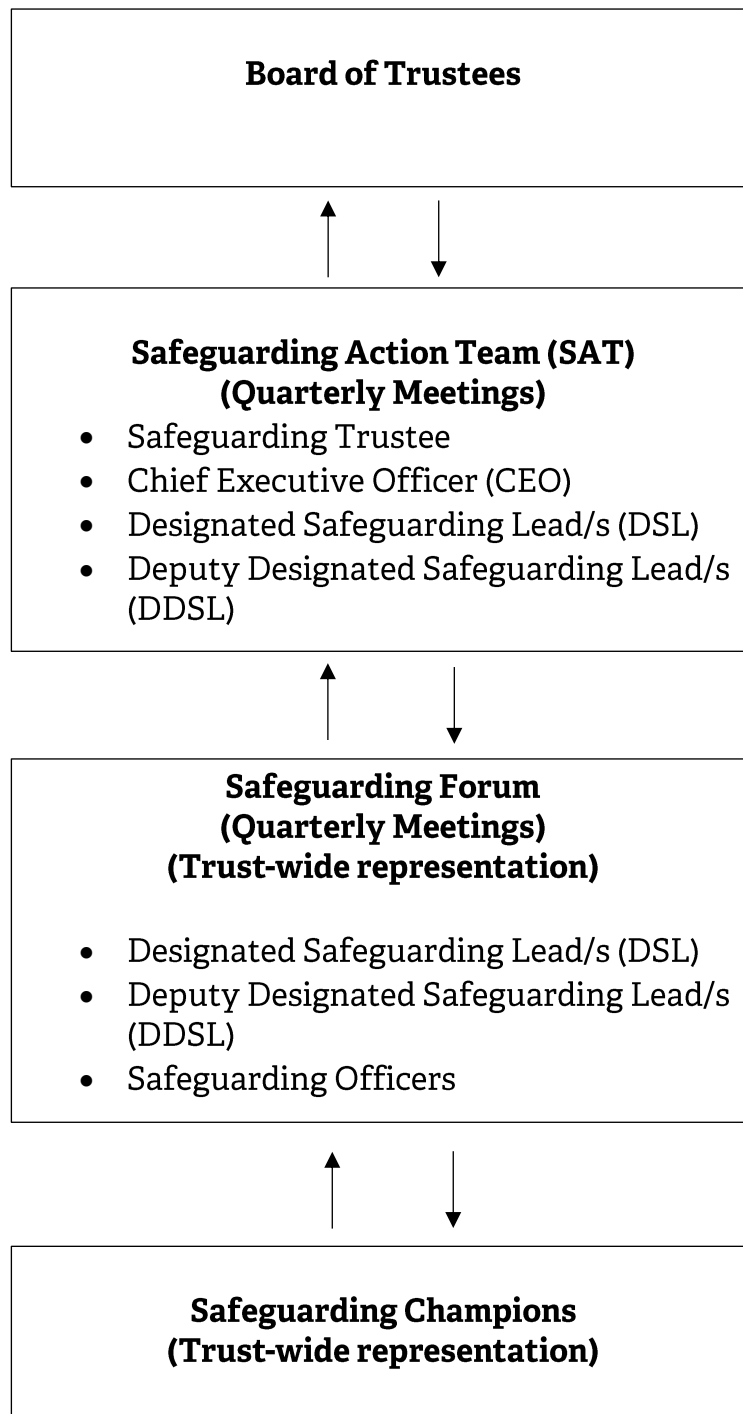
12.3 Handling

In accordance with section 124 of the Police Act 1997 and the Data Protection Act 2018 and UK General Data Protection Regulation (GDPR), Certificate information is only passed to those who are authorised to receive it in the course of their duties.



Appendix 3
EWT Safeguarding Framework

NB: Please see Appendix 4 for details of standard agenda items and quorum.



Appendix 4

Essex Wildlife Trust – Safeguarding Meetings – Standard Agenda Items

Updated: JUNE 2022

1. Safeguarding Action Team (SAT) Meetings – Quarterly

Chair: Safeguarding Trustee or Chief Executive Officer

Attendees:

- Safeguarding Trustee
- Chief Executive Officer (CEO)
- Designated Safeguarding Lead/s (DSL)
- Deputy Designated Safeguarding Lead/s (DDSL)

Quorum - Minimum number 4:

To include as minimum:

- Safeguarding Trustee or Chief Executive Officer (Chair)
- Designated Safeguarding Lead
- EYFS (Nature Nursery) Deputy Designated Safeguarding Lead
- plus one other Deputy Designated Safeguarding Lead

	Item	Lead
1	Introductions, apologies for absence, housekeeping	
2	Information sharing and confidentiality	
3	Minutes and actions from last meeting	
4	Update on reported incidents, and investigations <u>& concerns</u>	
5	Update on referrals	
6	Any other business	

2. Safeguarding Forum Meetings - Quarterly

Chair: Designated Safeguarding Lead



Attendees:

- Designated Safeguarding Lead/s (DSL)
- Deputy Designated Safeguarding Lead/s (DDSL)
- Safeguarding Officers (one safeguarding officer from each directorate)

	Item	Lead
1	Introductions, apologies for absence, housekeeping	
2	Information sharing and confidentiality	
3	Minutes and actions from last meeting	
4	Update on any issues	
5	Update on training	
6	Any other business	

