GOODWOOD
EDUCATION TRUST

Children and Young People
Safeguarding Policy and Procedures

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This policy was updated September 2026, and will be updated annually or sooner if legislation changes to require it.

INTRODUCTION

Goodwood Education Trust ("the Trust") is committed to the fact that every child and young person should be afforded the right to thrive through being involved in learning activities in an enjoyable, safe environment, and be protected from harm.

The Trust is committed to devising and implementing policies so that all staff (teaching and non-teaching), volunteers and contract staff working on site are aware of and accept their responsibilities to safeguard children and young people from harm and abuse. This means being fully conversant with this policy, following procedures to protect children and young people and reporting any concerns about their welfare to appropriate authorities.

The aim of the policy is to promote good practice, providing children and young people with appropriate safety/protection whilst in the care of the Trust and to allow staff, volunteers and contract staff to make informed and confident responses to specific child protection issues.

Legal framework

The Trust recognises legislation, policy and guidance that seeks to protect children in England.

Keeping children safe in education 2026 (DfE, 2026)
Working together to safeguard children (DfE, 2018)
Education Act 2002

The policy and supporting procedures set out a framework to fulfil our commitment to good practice and the protection of children and young people in our care.

KEY PRINCIPLES

- The welfare of children and young people is paramount.
- A child/young person is defined by law in England and Wales as a person under the age of 18 years (Children's Act 1989).
- All children and young people, regardless of their Age, Race, Religion or Belief, Disability, Gender identity or Sexual Orientation, have the right to protection from abuse.
- All concerns and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately.
- All children and young people have the right to be safe.
- All children and young people have the right to be treated with dignity and respect.
- The Trust will work with children, their parents, carers, teachers and external organisations to safeguard the welfare of children and young people participating in activities with the trust.
- The Trust is committed to working in partnership with West Sussex County Council and other bodies to continually improve and to promote safeguarding initiatives across all our activities.
- The Trust owes a legal duty of care to young people at the locations at which the Trust operates on the Goodwood Estate or engaged in their activities.

OBJECTIVES

The Trust aims to:

- Provide a safe environment for children and young people participating in learning outside the classroom and try to ensure that they enjoy the experience.
- Ensure robust systems are in place to manage any concerns or allegations.
- Support adults (staff, volunteers, contract staff and visitors) to understand their roles and responsibilities with regard to their duty of care and protection of children and young people.
- Provide appropriate level training, support and resources for staff, volunteers and contract staff to make informed and confident responses to specific safeguarding issues and fulfill their role effectively.
- Ensure that children and young people and their parents or carers are informed and consulted and, where appropriate, fully involved in decisions that affect them.
- Reassure parents and carers that all children and young people will receive the best care possible whilst participating in activities and communicate Policy and Procedure to them through the website and consents.

RESPONSIBILITIES AND IMPLEMENTATION

The Trust will seek to promote the principles of safeguarding children and young people by:

- Reviewing their policy and procedures every three years or whenever there is a major change in legislation. Guidance from the DfE, West Sussex County Council and the Council for Learning Outside the Classroom (or appropriate alternative bodies) will be sought as part of the review process.
- Conducting a risk assessment of the Trust's activities with regard to safeguarding and taking appropriate action to address any identified issues within suitable timescales.
- Using appropriate recruitment procedures to assess the suitability of staff, volunteers and contract staff working with children and young people in line with statutory guidance.
- Following statutory procedures to report concerns and allegations about the behaviour of adults and ensuring that all staff, volunteers, parents and children are aware of these procedures.
- Directing staff, volunteers and contract staff to appropriate safeguarding training and learning opportunities, where this is appropriate to their role.

PROCEDURES

1. RECRUITMENT AND TRAINING

The Trust will endeavour to ensure that all staff and volunteers working with children and young people are appropriate and suitable to do so, and that they have all the information they require to undertake their job effectively and appropriately.

Each role, whether voluntary or paid, which involves an element of responsibility with regard to children and young people, particularly those involving the regular supervision of children, should be assessed by the recruiting body to establish which qualifications, checks and other requirements are necessary. These will include the following:

- An application form **(Appendix 1)**

- A self-disclosure form **(Appendix 2)**
- References from 2 people **(Appendix 3)**
- A signed Code of Conduct **(Appendix 4)**
- An enhanced Disclosure & Barring Service (DBS) check on people involved in 'regulated activity' with children.

Details of the requirements and the qualifications and checks of individuals will be recorded by the Trust's Manager.

All staff working with children and young people will be asked to read and become familiar with the Trust's Safeguarding Policy and Procedures.

All staff involved with children and young people will be asked to read the Trust Code of Conduct, and sign to indicate their understanding and agreement to act in accordance with the code. **(Codes Of Conduct - Appendix 4, 5, 6)**

The Trust recognises that young people with special educational needs, disabled children, missing persons including children missing from care, children with particular spiritual or religious beliefs, migrants, victims of trafficking, domestic violence, bullying, children involved in gangs, those at risk of sexual exploitation and unaccompanied asylum seeking children may be especially vulnerable to abuse and expect staff to take extra care to interpret correctly apparent signs of abuse or neglect.

2. COMPLAINTS, CONCERNS AND ALLEGATIONS

2.1 If a parent, carer, member of staff, volunteer or contract staff has a concern about the welfare of a child or young person, or the conduct of another child or young person or an adult (whether they are a member of Trust staff, teacher, other group leader, parent, volunteer or otherwise), these concerns should be brought to the attention of the Trust's Education Officer without delay. The person reporting the concern is not required to decide what has occurred, but must simply pass their concerns and any relevant information to the Education Officer. Please refer to Flowcharts 1 & 2 for further details (see below).

2.2 All concerns will be treated in confidence. Details should only be shared on a "need to know" basis with those who can help with the management of the concern.

2.3 Concerns will be recorded on an Incident Report Form and retained confidentially **(Incident Report Form-Appendix 8).**

2.4 The Trust will work with West Sussex County Council and/or other external agencies to take appropriate action where concerns relate to potential abuse or serious poor practice. Goodwood's disciplinary procedures will be applied and followed where possible.

2.5 In the event of a child or young person making a disclosure of any type of abuse, the following guidance is given:

- Reassure them that they have done the right thing to share the information
- Listen carefully
- Do not make promises that cannot be kept, such as promising not to tell anyone else

- Do not seek to actively question the young person or lead them in any way to disclose more information than they are comfortably able to: this may compromise any future action. Only ask to clarify your understanding where needed e.g. Can you tell me what you mean by the word xxxxx?
- Record what the child has said as soon as possible on an incident report form.

Do not notify the parents or carers unless you have first sought advice from West Sussex Safeguarding Children Partnership tel: 01403 229900.

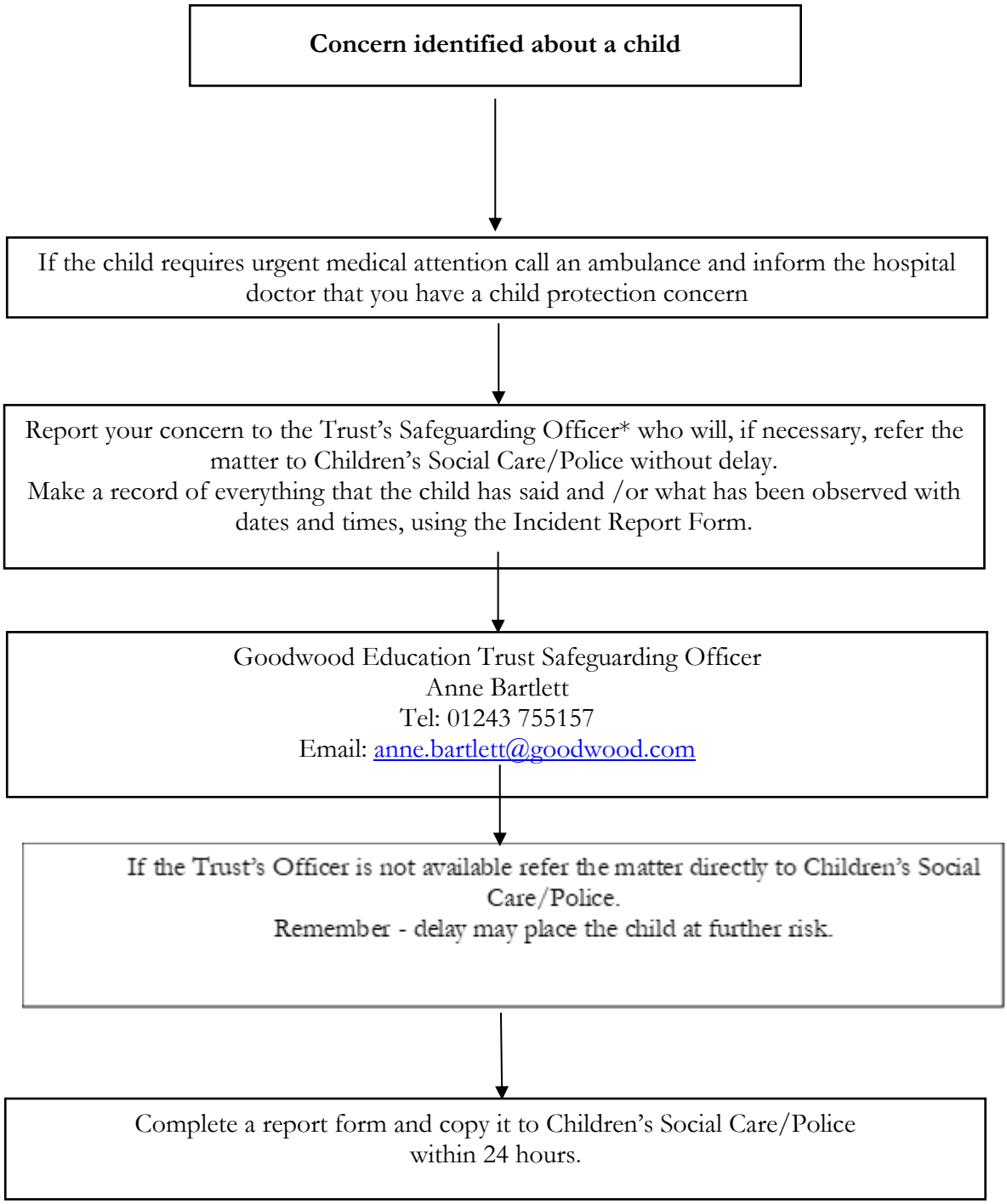
Advice can also be sought from the Police or the NSPCC **(Useful contacts page 12)**.

2.6 The NSPCC Helpline is available to discuss concerns regarding poor practice and abuse in confidence with members of the public who need support. Those with concerns are encouraged to use this service. The Helpline number is 0808 800 5000.

2.7 Safeguarding children and young people requires everyone to be committed to the highest possible standards of openness, integrity and accountability. The Trust supports an environment where staff, teachers, volunteers, parents/carers and the public are encouraged to raise safeguarding and child protection concerns. Anyone who reports a legitimate concern to the charity (even if their concerns subsequently appear to be unfounded) will be supported. All concerns will be taken seriously. **(Whistleblowing Policy - Appendix 12)**

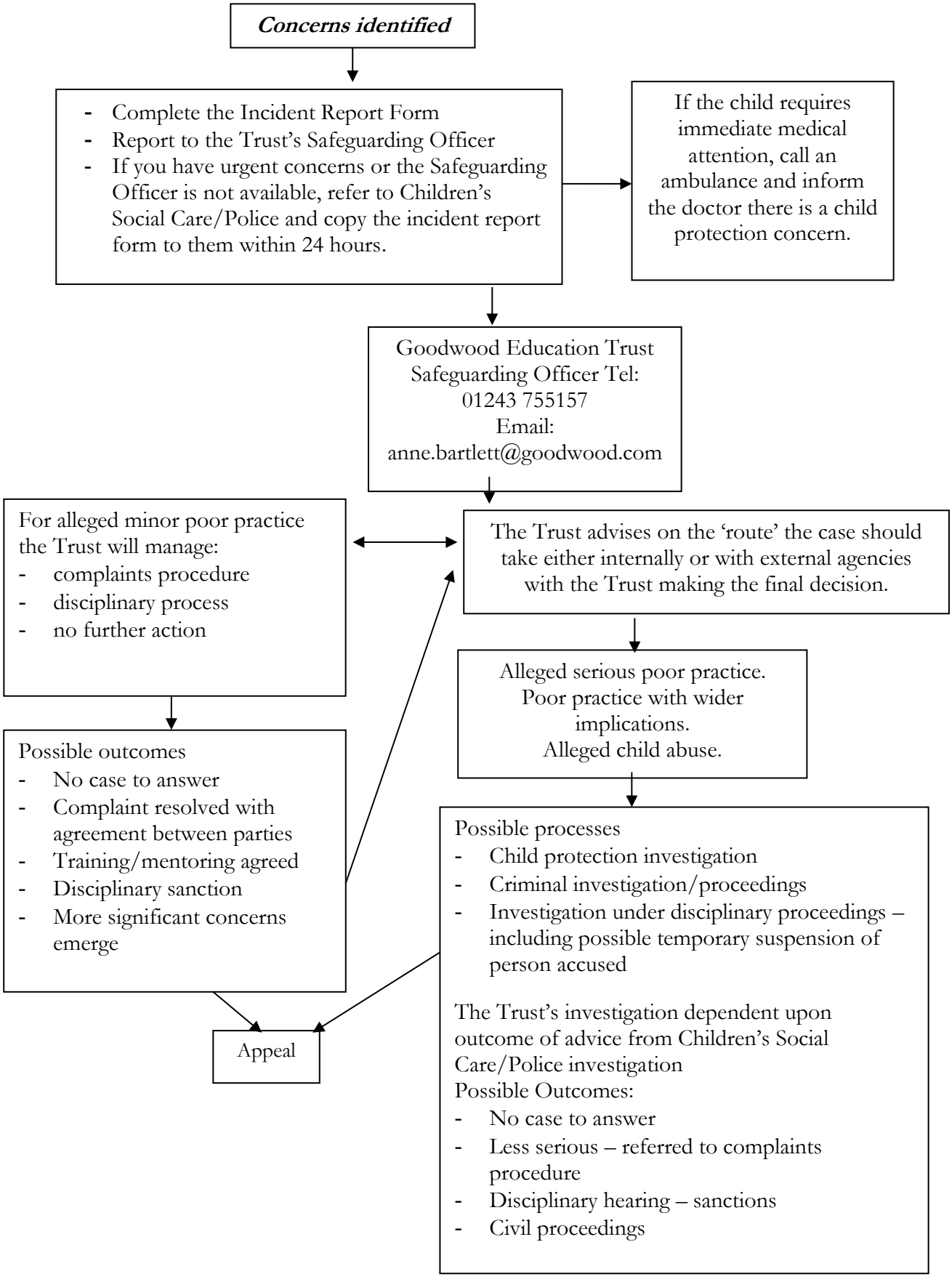
FLOWCHART 1

What to do if you are worried about what is happening to a child outside of activities with the Goodwood Education Trust (but the concern is identified through the child's involvement in activities with the Trust)



FLOW CHART 2

What to do if you are worried about the behaviour of any member of staff, teacher/other group leader, parent, carer, volunteer or contract staff



3. EMERGENCIES AND INCIDENTS

3.1 Parental or Carer Consent Forms will be obtained and retained by the Trust for all children and young people who participate in Forest School or outdoor activities or workshops that have not been organised through a third party (such as a school, academic institution, community or other group or charity). These forms will be treated in confidence and only shared with those who require the information they contain to perform their role effectively **(Young Person Profile and Parental Consent Form-Appendix 10).**

3.2 In the event of a child requiring medical attention:

- The parent/carer will be contacted immediately.
- In the event of failure to contact the parent or carer, the alternative emergency contact will be used.
- The consent form will be consulted to establish whether a parent or carer has given their consent for a member of Trust staff to act in loco parentis.
- A member of Trust staff will accompany the child to seek medical attention, if appropriate, ensuring that they take the consent form with them.
- A record of the action taken will be made and retained by a member of Trust staff.

3.3 Where a parent/carer is late in collecting their child the following procedure will apply:

- Attempt to contact the parent/carer using the contact details on the Parent/Carer Consent Form.
- Attempt to contact the first, then the second emergency contact details on the Consent Form.
- Wait with the child(ren) or young person(s) at the venue with, wherever possible, other staff, volunteers, parents or carers.
- If no one is reachable, contact the Trust's Safeguarding Officer for advice.
- If all attempts to make contact fail, consideration should be given to contacting the police for their advice.

Staff, volunteers and contract staff should try to avoid:

- Taking the child or young person home or to another location without consent.
- Asking the child or young person to wait in a vehicle or the Education Centre with them alone.
- Sending the child or young person home with another person without permission.

4. SUPERVISION

4.1 Prior to or during day visits, residential stays, Forest School sessions, and other activities organised by the Trust, Trust staff should conduct a risk assessment to inform decision-making about appropriate supervision levels. Regardless of the recommended ratio of adults to participants, it is recommended that a minimum of two adults should be present during Forest School sessions. This ensures at least basic cover in Seeley Copse in the event of something impacting on the availability of one of the adults during the activity.

4.2 No adult may accompany a child at holiday Forest School sessions without prior arrangement with the Trust. A current enhanced DBS check is required before allowing any adult to be present during holiday Forest School. This is at our discretion.

4.3 Adults will avoid changing wet or muddy clothing in the same room and at the same time as children and young people.

4.4 Parents should be aware that if children are left at a venue unsupervised, other than to attend specific sessions or organised activities, the Trust cannot accept supervisory responsibility.

5. GOOD PRACTICE GUIDELINES

5.1 Behaviour of adults and children

5.1.1 Adults who work with children and young people are placed in a position of trust in relation to children, and therefore it is important they behave appropriately and provide a strong positive role model for children, both to protect children and those working with children from false allegations of poor practice. The trust's Code of Conduct will be issued to all staff, volunteers and contract staff working with children and young people to promote good practice.

5.1.2 The Trust requires that all staff, volunteers and contract staff working with children and young people adhere to the standards set out in the Code of Conduct relevant to their role. Similarly, children and young people are expected to follow their own Code of Conduct to ensure the enjoyment of all participants and assist the Trust in ensuring their welfare is safeguarded.

5.1.3 The Trust requires that all staff, volunteers and contract staff working with children and young people adhere to the guidelines on Managing Challenging Behaviour **(Managing Challenging Behaviour - Appendix 7).**

5.1.4 Teachers, group leaders, parents and carers should also work together with the Trust to ensure that the welfare of all children and young people is safeguarded.

5.2 Adults and Children taking part in outdoor learning together

One of the reasons for the popularity of outdoor learning is that activities are not restricted by ability, age or gender. Responsible interaction between adults and children helps bring mutual respect and understanding and will be encouraged as part of Trust activities. Adults should always be aware however that age-related differences do exist and conduct themselves in a manner that both recognises this and prioritises the welfare of any children and young people involved.

5.3 Physical Contact

Physical contact with children by staff and volunteers or contract staff should always be intended to meet the needs of the child and the activity, not the adult. That is, to develop technique for a certain activity, to protect the child or young person from injury, to provide first aid or treat an injury. It should always take place in an open environment, and should not, as a general principle, be made gratuitously or unnecessarily.

5.4 Transport

5.4.1 The Trust believes it is primarily the responsibility of the educational establishment or parents or carers to transport children to and from workshops, sessions, activities and events, and this is not the responsibility of Trust staff, volunteers or contract staff.

5.5 Photography/ Videos

5.5.1 Permission will be sought from parents or carers prior to the publication or use of any video or photographic images of children, for instance in newspapers, websites or for marketing purposes. The personal details of the child will not be used in any promotional material. **(Young Person Profile and Parental Consent Form – Appendix 10)**

5.5.2 Any press or official photographers attending workshops, sessions, activities and events will be required to seek permission from the Trust before taking photographs and also permission of teachers, group leaders, parents or carers to use the images. **(Photography Policy – Appendix 14)**

5.6 Social Media

Social media provides unique opportunities for the Trust to engage and develop relationships with people in a creative and dynamic forum where users are active participants. It is important that all staff and volunteers or contract staff working on behalf of the Trust are aware of the Trust's Social Media Guidance **(Social Media Guidance – Appendix 11)**

5.7 Anti Bullying Procedures

5.7.1 We believe that every effort must be made to eradicate bullying in all its forms.

Bullying can be difficult to define and can take many forms which can be categorised as;

- Physical – hitting, kicking, theft
- Verbal – homophobic or racist remarks, threats, name calling
- Emotional – isolating an individual from activities or a group

All forms of bullying include;

- Deliberate hostility and aggression towards an individual(s)
- A victim who is weaker and less powerful than the bully or bullies
- An outcome which is always painful & distressing for the victim

Bullying behaviour may also include;

- Other forms of violence
- Sarcasm, spreading rumours, persistent teasing
- Tormenting, ridiculing, humiliation
- Taunts, graffiti, gestures
- Unwanted physical contact or abusive or offensive comments.

The Trust and its staff and volunteers will not tolerate bullying in any of its forms during workshops, sessions, activities or events or at any other time while at the locations at which the Trust operates. **(Anti-Bullying Policy - Appendix 15)**

5.7.2 We will:

- Provide a point of contact where those being bullied can report their concerns in confidence
- Take the problem seriously
- Investigate any and all incidents and accusations of bullying
- Talk to the alleged bullies and their victims separately, together with their parents or carers.
- Keep a written record of all incidents referred and the action taken
- Have discussions about bullying and its effects

5.8 Confidentiality

5.8.1 Details of children taking part in school visits or activities, sessions and events during weekend, half-term and holiday activities including Forest School will be kept on file in the Education office and will not be shared with a third party without parent or carer consent.

5.8.2 All concerns and allegations will be dealt with confidentially by the Trust and information will only be shared on a need-to-know basis, either internally or externally depending on the nature and seriousness of the concern or allegation.

5.9 Shared unisex toilet facilities

The shared unisex toilet/bathroom facilities in the Goodwood Education Centre are used by children and young people, visiting adults (including parents and carers) and visiting teachers. Children and young people will only be supervised by teachers from the same educational establishment as the visiting young people if this is required during educational, enrichment and engagement visits.

6. Useful Contacts

Goodwood Education Trust Contacts		
Name	**Address**	**Number**
Safeguarding Officer / Education Officer Anne Bartlett **Trust Manager** Catherine Cannon	Home Farm Goodwood Chichester West Sussex PO18 0QF	01243 755157 anne.bartlett@goodwood.com catherine.cannon@goodwood.com
Local Contacts		
West Sussex Safeguarding Children Partnership NB. In an emergency, the Samaritans will hold the Duty Officer's contact number	Multi Agency Safeguarding Hub West Sussex County Council Floor 1 County Hall North Chart Way Horsham RH12 1XH	01403 229900 WSChildrenServices@westsussex.gov.uk *Mon-Fri, 8.00am-5.00pm* 0330 222 7799 *Mon-Fri, 5.00pm-8.00am* *Weekends, 24 hour cover* *Public Holidays, 24 hour cover*
Samaritans		08457 90 90 90
Local Police child protection teams	Kingsham Road Chichester West Sussex PO19 8AD	In an emergency contact 999 immediately non-emergency, 24/7 number: 101
NSPCC Freephone 24 hour helpline		0808 800 5000
NSPCC Whistleblowing Helpline for Professionals		0808 028 0285
National Contacts		
The NSPCC	National Centre 42 Curtain Road London EC2A 3NH	Tel: 0808 800 5000 help@nspcc.org.uk
Childline UK	Freepost 1111 London N1 0BR	Tel: 0800 1111

7. Appendix

Supporting Documents:

1. Volunteer Application Form – **pages 14 & 156**
2. Self-disclosure Form – **pages 16 & 17**
3. Reference Form – **page 18**
4. Code of Conduct for Trust staff, volunteers and contract staff – **pages 19 & 20**
5. Code of Conduct for Children and Young People– **page 21**
6. Code of Conduct for Teachers, Group leaders, Parents/Carers – **page 22**
7. Managing Challenging Behaviour – **page 23-25**
8. Accident / Incident Report Form – **pages 26-28**
9. Young Person Profile and Parental / Carer Consent Form – **pages 29 & 30**
10. Social Media Guidance – **pages 31 & 32**
11. Whistleblowing Policy – **pages 33-35**
12. Categories of Child Abuse – **pages 36 & 37**
13. Photography Policy – **page 38 & 39**
14. Anti-Bullying Policy – **pages 40-42**

Appendix 1

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Volunteer Application Form

Position Applied for:
Personal Details Title: Mr/Mrs/Miss/Dr/Mx / Other (please specify) _____ Full Name: _____ Any previous surname: _____ Date and place of birth: _____ National Insurance Number: _____
Present Address: _____ _____ Post Code: _____ Telephone Numbers: _____ Email address: _____
Current Occupation: _____ Name and address of Organisation: _____ _____ Role: _____ Start Date: _____

Relevant Experience including any previous experience of working with children and young people:

Reasons for applying:

References:

Please provide the names and addresses of two people who know you well (one personal, one professional – current or previous employer, who are not related to you) whom we can contact to obtain a reference:

Name: **Address:** **Telephone Number:**	**Name:** **Address:** **Telephone Number:**

Data Protection Notification:
Information you have provided in completing this form will be used to process your application. Goodwood Education Trust will keep the information you have supplied confidential and will not divulge it to third parties, except where required by law, or where we have retained the services of a third party representative to act on yout/our behalf.

Authorisation:
I understand and agree to the use of my personal data in accordance with the Data Protection Act 1998.

Signed: **Date:**

Declaration:
I confirm that the information I have provided is correct and that any false or misleading information may lead to the termination of my appointment.

Signed: **Date:**

Appendix 2

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Self-Disclosure Form

Private and Confidential

For roles involving contact with children (under 18-years old).

All information will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 1998.

Part One

For completion by the organisation:		
Name:		
Address and Postcode:		
Telephone/Mobile No:		
Date of Birth:		
Gender:	Male / Female	
Identification *(tick box below):*		
	I confirm that I have seen identification documents relating to this person, and I confirm to the best of my ability that these are accurate.	
Either		
UK Passport Number and Issuing Office		
UK Driving Licence Number (*with picture*)		
Plus		
National Insurance Card or current Work Permit Number		
Signature of authorised Employing Officer:		
Print name:		
Date:		

Part Two

NOTE:
If the role you have applied for involves frequent or regular contact with or responsibility for children you will also be required to provide a valid enhanced DBS (Disclosure and Barring Service) certificate which will provide details of criminal convictions; this may also include a Barring List check depending on the nature of the role (see organisational guidance about eligibility for DBS checks).

For completion by the individual (named in Part One):	
Have you ever been known to any Children's Services department as being a risk or potential risk to children?	YES / NO *(if Yes, please provide further information below)*:
Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?	YES / NO *(if Yes, please provide further information)*
Confirmation of Declaration *(tick box below)*	
	I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or dismissal may result if information is not disclosed by me and subsequently come to the organisation's attention.
	In accordance with the organisation's procedures if required I agree to provide a valid DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.
	I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.
	I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard other children.
Signature:	
Print name:	
Date:	

Signed:	**Date:**

Appendix 3

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Reference Form

(Name) _____

has expressed an interest in becoming a member of staff, volunteer* (*delete as appropriate) and has given your name as a referee.

As this post involves substantial access to children and as an organisation committed to safeguarding children, it is important that if you have any reason to be concerned about this applicant that you do not complete the following form, but please contact me on:

Telephone: _____

Name: _____

Organisation: _____

Any information disclosed in this reference will be treated in confidence and in accordance with relevant legislation and guidance, and will only be shared with the person conducting the assessment of a candidate's suitability for a post, if he or she is offered the position in question.

- **How long have you known the person?**

- **In what capacity?**

- **What attributes does this person have which would make him/her suited to a role working with children?**

- **How would you describe his/her personality?**

Signed: _____

Date: _____

Appendix 4

GOODWOOD
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Child Safeguarding and Welfare Code of Conduct
For all staff and volunteers

- Respect the rights, dignity and worth of every person at the Goodwood Education Trust
- Treat everyone equally and do not discriminate on the grounds of age, gender, race, religion or belief, sexual orientation or disability
- If you see any form of discrimination, do not condone it or allow it to go unchallenged
- Place the well-being and safety of the young person above performance
- Develop an appropriate working relationship with young people, based on mutual trust and respect
- Ensure that physical contact is appropriate and necessary and is carried out within recommended guidelines, with the young person's full consent and approval
- Always work in an open environment (e.g. avoid private or unobserved situations and encourage an open environment)
- Do not engage in any form of sexually related contact with a young person. This is strictly forbidden as are sexual innuendo, flirting or inappropriate gestures and terms
- You should not have regular contact outside your Trust role with the children and young people and should not engage in regular communication through text, email or social network sites
- Know and comply with the Trust Child Safeguarding Policies and Procedures
- Respect young people's opinions when making decisions about their participation in activities
- Be aware of and report any conflict of interest as soon as it becomes apparent
- Display high standards of language, manner, punctuality, preparation and presentation
- Do not smoke, drink or use recreational drugs while actively working with young people. This reflects a negative image and could compromise the safety of the young people
- Do not give young people alcohol when they are under the care of the Trust
- Hold relevant qualifications and insurance cover. All staff and volunteers who work regularly with children must have current enhanced DBS clearance
- Ensure the activities are appropriate for the age, maturity, experience and ability of the individual
- Display high standards of behaviour and appearance
- Follow Trust Procedures and good practice guidelines
- Ensure that you attend appropriate training to keep up-to-date with your role and the welfare of young people
- Report any concerns you may have in relation to a child or the behaviour of an adult, following reporting procedures laid down by Goodwood Education Trust.

Declaration

I declare that I have read, understood and agree to abide by the Goodwood Education Trust Child Safeguarding and Welfare Code of Conduct for staff and volunteers and contract staff

Print Name	Sign	Date

Appendix 5

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Code Of Conduct For Children and Young People

As a young person taking part in a Goodwood Education Trust activity, you should:

- Help create and maintain an environment free of fear and harassment
- Demonstrate fairness
- Understand that you have the right to be treated as an individual
- Respect the advice that you receive
- Treat others as you would wish to be treated yourself
- Respect other people and their differences
- Look out for yourself and for the welfare of others
- Speak out (to your parents or a Trust representative) if you consider that you or others have been poorly treated
- Tell someone in authority if you are leaving a session, workshop, activity or event
- Treat organisers and staff with respect
- Observe instructions or restrictions requested by the adults looking after you
- Accept that these guidelines are in place for the well-being of all concerned

You should not take part in any irresponsible, abusive, inappropriate or illegal behaviour which includes:

- Smoking
- Using bad language
- Publicly using critical or disrespectful descriptions of others either in person or through text, email or social network sites
- Consuming alcohol, illegal performance-enhancing drugs or stimulants
- Crossing Estate roads without the appropriate supervision
- Leaving the premises without seeking permission from a member of staff or your own parent or carer
- Entering restricted 'staff only' areas. e.g. storage room in Education Centre, plant room in Education Centre, kitchen in Education Centre

Child/Young person Signature _____ Print Name _____

Parent/Carer Signature _____ Print Name _____

Appendix 6

GOODWOOD
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Code Of Conduct For Teachers, Group Leaders and Parents or Carers of Children and Young People

As a teacher, group leader, parent or carer you are expected to:

- Positively reinforce the child(ren) in your care and show an interest in their chosen activity
- not place children under pressure or push them in to activities they do not want to do
- Be realistic and supportive
- Promote your child's participation in Outdoor Learning
- complete and return the Young Person Profile Form and Consents pertaining to your child's participation in activities at Goodwood Education Trust (if a parent or carer)
- Report and update Goodwood Education Trust with any changes relevant to your child's health and wellbeing for all subsequent sessions, activities or events
- Deliver and collect your child punctually before and after workshops, sessions, activities or events
- Ensure that any child(ren) in your care has equipment, clothing and kit appropriate to the weather conditions
- Ensure that any child(ren)in your care has adequate food and drink
- Teach any child(ren) in your care that they can only do their best
- Ensure that any child(ren) in your care understands their Code of Conduct
- Behave responsibly at Goodwood Education Centre and Seeley Copse; do not embarrass your child
- Show appreciation for and support the staff, volunteers and contract staff at Goodwood Education Trust
- Accept the decision and judgement of staff during all activities

As a parent or carer you have the right to:

- Be assured that your child is safeguarded during their participation
- Be informed of problems or concerns relating to your child
- Be informed if your child is injured
- Have consent sought for issues such as photography
- Have any concerns about any aspect of your child's welfare listened to and responded to

Any breaches of this code of conduct will be dealt with immediately by a member of staff at Goodwood Education Trust. Persistent concerns or breaches may result in you being asked not to attend sessions if your attendance is considered detrimental to the welfare of young people.
The ultimate action should a parent/carer continue to breach the code of conduct may be Goodwood Education Trust regrettably asking your child to leave the workshop, session, activity or event.

Parent/Carer 1 Signature _____ Print Name _____

Parent/Carer 2 Signature _____ Print Name _____
(if appropriate)

Appendix 7

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Managing Challenging Behaviour

Staff, teachers, volunteers or contract staff who deliver Outdoor Learning to children and young people may, on occasions, be required to deal with a child's challenging behaviour.

These guidelines aim to promote good practice and are based on the following principles:

- The welfare of the child is the paramount consideration.
- Children must never be subject to any form of treatment that is harmful, abusive, humiliating or degrading.
- The specific needs a child may have (e.g. communication, behaviour management, comprehension and so on) should be discussed with their teachers, parent or carer and where appropriate the child, before activities start. Where appropriate, it may be helpful to record the details of any agreed plan or approach and provide copies to all parties.
- Every child should be supported to participate. Exclusion of a child from activities should apply only as a last resort and after all efforts to address any challenge have been exhausted, in exceptional circumstances where the safety of that child or of other children cannot be maintained.

Planning Activities
Planning for activities should include consideration of whether any child involved may need additional support or supervision to participate safely. This should address:

- Assessment of additional risk associated with the child's behaviour
- Appropriate supervision ratios and whether numbers of adults should be increased
- Information sharing for all on managing any challenging behaviour to ensure a consistent approach
- Specialist expertise or support that may be needed from teachers, parents, carers or outside agencies. This is particularly relevant where it is identified that a child may need a level of physical intervention to participate safely (see below)

Agreeing Acceptable and Unacceptable Behaviours
Staff, teachers, volunteers, contract staff, children, young people and parents or carers should be involved in developing an agreement about:

- what constitutes acceptable and unacceptable behaviour (code of conduct)
- the range of sanctions which may be applied in response to unacceptable behaviour.

This can be done at the start of the workshop or session, or as part of a welcome session at a residential stay. It should involve the views of children and young people to encourage better buy in and understanding.

Where challenges are anticipated in light, for example of a child's impairment or other medical condition, a clear plan/agreement should be established and written down.

Ensure that parents/carers understand the expectations on their children, and ask them to reinforce this ahead of any trip or activity.

Managing Challenging Behaviour
In responding to challenging behaviour the response should always be:

- Proportionate to the actions you are managing.
- Imposed as soon as is practicable.
- Fully explained to the child and their teachers/parents/carers.

In dealing with children who display negative or challenging behaviours, staff, volunteers and contract staff might consider the following options:

- Time out - from the activity, group or individual work.
- Reparation - the act or process of making amends.
- Restitution - the act of giving something back.
- Behavioural reinforcement - rewards for good behaviour, consequences for negative behaviour.
- De-escalation of the situation - talking with the child and distracting them from challenging behaviour.
- Increased supervision by staff/volunteers/contract staff.
- Use of individual 'contracts', or agreements for the child's future or continued participation.
- Sanctions or consequences e.g. missing an activity
- Seeking additional/specialist support through working in partnership with schools, colleges, other agencies.
- Temporary or permanent exclusion.

The following should never be permitted as a means of managing a child's behaviour:

- Physical punishment or the threat of such.
- Refusal to speak to or interact with the child.
- Being deprived of food, water, access to changing facilities or toilets or other
- essential facilities.
- Verbal intimidation, ridicule or humiliation.

Staff/volunteers/contract staff should consider the risks associated with employing physical intervention compared with the risks of not employing physical intervention.

The use of physical intervention should always:

- Be avoided unless it is absolutely necessary to prevent a child injuring themselves or others, or causing serious damage to property.
- Aim to achieve an outcome that is in the best interests of the child whose behaviour is of immediate concern
- Form part of a broader approach to the management of challenging behaviour.
- Be the result of conscious decision-making and not a reaction to an adult's frustration.
- Employ the minimum force needed to avert injury to a person or serious damage to property - applied for the shortest period of time
- Used only after all other strategies have been exhausted

- Be recorded as soon as possible using the appropriate organisational reporting form and procedure.

Parents should always be informed following an incident where a coach/volunteer has had to physically intervene with their particular child.

Physical intervention must not:

- Involve contact with buttocks, genitals and breasts.
- Be used as a form of punishment.
- Involve inflicting pain

Views of the child

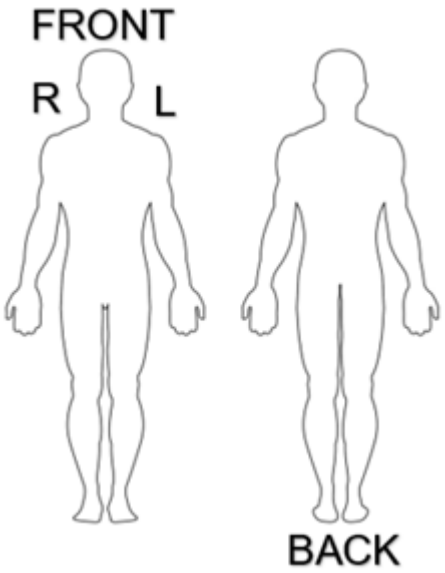
A timely de-brief for staff, teachers, parents, carers and the child should always take place in a calm environment following an incident where physical intervention has been used. Even children who haven't directly been involved in the situation may need to talk about what they have witnessed.

There should also be a discussion with the child and teacher, parent or carer about the child's needs and continued safe participation in the group or activity.

Appendix 8

Goodwood Accident / Incident Report

Complete form in BLOCK CAPITALS – Send to Goodwood H&S once completed					
1. Details of the person filing in this record					
Name:					
Address:					
Post Code:					
Occupation:					
2. Information about the incident					
Say when it happened Date: Time:					
Say where it happened – State which room or place:					
Weather Conditions:					
Were Emergency Services Tasked?					
Say how the incident happened. Give the cause if you can:					
3. Was someone injured? About the person who had the accident					
Name: Sex: Date of Birth: Age:					
Address:					
Post Code:					
Occupation:					
Contact Number:					
Is the person involved – Tick box	Employee ☐	Contractor ☐	Guest ☐	Public ☐	Member ☐
If the person who had the accident suffered an injury, say what it was:					
Abrasion ☐	Cut ☐	Muscle Strain ☐	Head Injury ☐	Crush ☐	Burn ☐
Nose Bleed ☐	Suspected Fracture ☐		Other – Please state:		
Please circle the body diagram where the injury pain is located from the incident			Please indicate from 1 – 10 how the injured person describes the present pain (No pain 0 & Severe pain 10) 0 1 2 3 4 5 6 7 8 9 10		
			Name of Trained First Aid Person Attending		

<table>
<tr><td>
</td><td></td></tr>
<tr><td></td><td>Contact Number:</td></tr>
<tr><td></td><td>Department:</td></tr>
<tr><td></td><td>Treatment given</td></tr>
<tr><td></td><td>Wound cleaned ☐</td></tr>
<tr><td></td><td>Wound dressed ☐</td></tr>
<tr><td></td><td>Injury advice given ☐</td></tr>
<tr><td></td><td>CPR ☐ Defib ☐ How many shocks?</td></tr>
<tr><td></td><td>Advised to seek medical advice ☐</td></tr>
<tr><td colspan="2">Treatment comments:</td></tr>
<tr><td colspan="2"><table>
<tr><td>The casualty went:</td><td>Back to work ☐</td><td>Home ☐</td><td>GP ☐</td><td>Hospital / A&E ☐</td><td>Ambulance ☐</td></tr>
</table></td></tr>
<tr><td colspan="2">By what means did the injured party leave the estate? (Emergency Services, Public Transport, Own Vehicle, Taxi, Other):</td></tr>
<tr><td colspan="2">4. Eye Witnesses: (Please attach any original notes or statements made by witnesses)</td></tr>
<tr><td colspan="2">Name:</td></tr>
<tr><td colspan="2">Address:</td></tr>
<tr><td colspan="2">Contact Number:</td></tr>
<tr><td colspan="2">Account:</td></tr>
<tr><td colspan="2"></td></tr>
<tr><td colspan="2">Eye Witnesses: (Please attach any original notes or statements made by witnesses)</td></tr>
<tr><td colspan="2">Name:</td></tr>
<tr><td colspan="2">Address:</td></tr>
<tr><td colspan="2">Contact Number:</td></tr>
<tr><td colspan="2">Account:</td></tr>
<tr><td colspan="2"></td></tr>
<tr><td colspan="2">5 . What Immediate Action has been taken to prevent reoccurrence?</td></tr>
<tr><td colspan="2"></td></tr>
<tr><td colspan="2"></td></tr>
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<tr><td colspan="2"></td></tr>
</table>

6 . Other information if available?
Crime/ Incident Reference Number:
Police Officer in charge:
Has the Risk Assessment been reviewed? Yes/ No
Were photographs taken? Yes/ No
Was CCTV available? Yes/ No

Individual Completing Form:	Signed:	Date:
Department Manager:	Signed:	Date:

Appendix 9

GOODWOOD
EDUCATION TRUST

Child / Young person Profile and Parental/Carer Consent Form

This form must be completed by all parents/carers of children and young people taking part in private Forest School sessions arranged by the Goodwood Education Trust.

Young person's Name: ……...
Date of Birth: …….
Address: …….

Emergency Contact Details:
In the event of emergency, the following people are to be contacted in this order:

Name:	Tel No 1:
Relationship:	Tel No 2:
Name:	Tel No 1:
Relationship:	Tel No 2:

Medical Information:
GP Name: ……
Tel No: ……...
Town / City: ……...

1. Does your child suffer with any medical conditions? Y / N

If yes, please list:

2. Does your child currently take any form of medication? Y / N

If yes, please list:

3. Does your child suffer from any allergies? Y / N

If yes, please list:

4. Are there any dietary requirements of which we should be made aware? Y / N
If yes, please list:

I confirm that my child does not suffer with any medical condition other than those stated above.
I agree to give consent to a Goodwood Education Trust representative to give immediate necessary authority on my behalf for any medical treatment that may be needed by an approved by an approved medical physician.

Print Name: Signature:
Date:
……

I consent to:
Use of photography by an authorised person or member of Trust staff Y / N

……

I confirm that both I and my child have read and understood the Adult Codes of Conduct and Young Person Codes of Conduct.
I also confirm that we have seen a copy of the child protection policy.

Print Name: Signature:
Date:

……

Appendix 10

GOODWOOD
EDUCATION TRUST

Social Media Guidance

This guidance gives procedures that will support and underpin the use of social networking and other online services within Goodwood Education Trust. It is important that all staff, volunteers and contract staff at the Trust are aware of this policy and agree to the following terms.

Advice for Individuals

- Do not accept children as contacts on social networking sites if you hold a position of trust with children / young people.
- Where contact through social networking sites is used for professional reasons, restrict the communication to professional content and obtain written consent from parents prior to establishing contact.
- Include a third party in any communications to children, e.g. copy parents into communications.
- Use the privacy settings on the various sites to ensure that your content will only be viewed by appropriate people.
- Ensure that any content you place on a social networking site is age-appropriate. Do not use the site to criticise or abuse others.
- Know where to direct teachers/group leaders and parents/carers for information.
- Know how to report concerns.
- Know how to keep data safe and secure. This should include the personal contact data of individuals, such as mobile numbers, email addresses and social networking profiles.

Advice for Children

- Consider carefully who you invite to be your friend online and make sure they are who you actually think they are.
- There are websites that offer advice about protecting yourself online, such as www.ceop.gov.uk and www.childnet.com
- Make sure you use privacy settings so that only friends can view your profile.
- Remember that anything you post on websites may be shared with people you don't know.
- Never post comments, photos, videos, etc., that may upset someone, that are untrue or that are hurtful. Think about whether you may regret posting the content at a later date.
- If you are worried or upset about something that's been posted about you, or by texts you receive from other children or adults involved with the Goodwood Education Trust, raise this with the Trust's Education Officer. Do not suffer alone. You will be listened to and your concerns will be taken seriously.
- If you want to talk to someone anonymously, call Childline on 0800 1111, or contact them on the web at www.childline.org.uk . You can also call the NSPCC on 0808 800 5000.

Advice for Parents

- Make yourself knowledgeable about social networking platforms and how they work.

- Go on the internet with your child and agree what sites are acceptable to visit. Regularly check that they are staying within the agreed limits.
- Encourage your child to talk to you about what they have been doing on the internet.
- Make sure they feel able to speak to you if they ever feel uncomfortable, upset or threatened by anything they see online.
- Encourage children to look out for each other when they're online. Explain that it's all part of staying safe and having fun together.
- Explain to children that it's not safe to reveal personal information, such as their name, address or phone number on the internet. Encourage them to use a cool nickname rather than their own name.
- Attachments and links in emails can contain viruses and may expose children and young people to inappropriate material. Teach children to only open attachments or click on links from people they know.

Further Advice for Parents and Carers

- If you are concerned about any texts, social networking posts or any other use of communication technology by Trust staff, volunteers or members of contract staff, raise this with the Trust's Education Officer. They will look into the matter and take appropriate action.
  In addition to reporting concerns to West Sussex Safeguarding Children Partnership (01403 229900 / WSChildrenServices@westsussex.gov.uk) you should immediately report possible online abuse to the Child Exploitation and Online Protection Centre (CEOP) or the police. Law enforcement agencies and the internet service provider may need to take urgent steps to locate a child and/or remove the content from the internet. Where a young person may be in immediate danger, dial 999.
- Do not post/send negative or critical comments or messages about other children, staff or volunteers. If you have concerns about a person, these should be raised using appropriate channels within the Trust and not using social media.
- If you wish to speak to an external organisation for advice, you can contact the NSPCC helpline on 0808 800 5000.

Appendix 11

GOODWOOD
EDUCATION TRUST

Whistleblowing Policy

Safeguarding children and young people requires everyone to be committed to the highest possible standards of openness, integrity and accountability. We are committed to encouraging and maintaining a culture where people feel able to raise a genuine safeguarding concern and are confident that it will be taken seriously.

You may be the first to recognise that something is wrong but feel that you cannot express your concerns as this may be disloyal to your colleagues or you may that you will be the victim of harassment or victimisation as a result.

Children and young people need someone like you to safeguard their welfare.

What is whistleblowing?

In the context of safeguarding, "whistleblowing" is when someone raises a concern about the wellbeing of a child or young person.

A whistle blower may be:

- a member of Trust staff
- a volunteer
- other member of staff
- a teacher or other group leader
- a parent
- a member of the public

Reasons for whistleblowing:

Those working with children and young people must acknowledge their individual responsibilities and bring matters of concern to the attention of the relevant people or agencies. Although this can be difficult it is particularly important where the welfare of children may be at risk.

Each individual has a responsibility for raising concerns about unacceptable practice or behaviour:

- To protect or reduce risk to others
- To prevent a problem from becoming worse or more widespread
- To prevent becoming implicated yourself

What prevents individuals from whistle blowing:

- Starting a chain of events that they have no control of
- Disrupting work or educational visits
- Fear of getting it wrong or making a mistake
- Fear of repercussions

- Fear of damaging careers
- Fear of not being believed

Information to include when raising a concern

If a child or an adult at risk is in immediate danger or risk of harm, the police should be contacted by calling 999. Where a child or an adult at risk is not in immediate danger the first person you should report your suspicion or allegation to is the Trust's Safeguarding Officer.

Alternatively you can contact the Local Authority Designated Officer (LADO) or the NSPCC on 0808 800 5000.

The whistle blower should provide as much information as possible regarding the incident or circumstance which has given rise to the concern, including:

- their name and contact details (unless they wish to remain anonymous);
- names of individuals involved;
- date, time and location of incident/circumstance; and
- whether any witnesses were present.

Goodwood Education Trust assures that all involved will be treated fairly and that all concerns will be properly considered. In cases where suspicions prove to be unfounded, no action will be taken against those who report their concerns, provided they acted in good faith and without malicious intent.

What happens next?

- You should be given information on the nature and progress of any enquiries – this may vary depending on the nature and result of the investigations.

- All concerns will be treated in confidence.

- Goodwood Education Trust has a responsibility to protect you from harassment or victimisation

- During the process of investigating the matter, every effort will be made to keep the identity of those raising the concern to the minimum number of individuals practicable.

- No action will be taken against you if the concern proves to be unfounded and was raised in good faith

- Malicious allegations may be considered a disciplinary offence

The Public Interest Disclosure Act 1998 protects whistle blowers from victimisation, discipline or dismissal where they raise genuine concerns of misconduct or malpractice.

If the whistle blower does not believe that the concern has been dealt with appropriately and wishes to speak to someone outside Goodwood Education Trust the NSPCC Whistleblowing advice line should be contacted on 0800 028 0285 or by emailing help@nspcc.org.uk.

Appendix 12

GOODWOOD
EDUCATION TRUST

CATEGORIES OF CHILD ABUSE

Abuse can happen on any occasion or in any place where children and young people are present.

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by a stranger. Children can be abused by adults, either male or female, or by other children.

Safeguarding is defined 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 the activity that is undertaken to protect specific children who are suffering, or are likely to suffer significant harm.

There are four main types of abuse: neglect, physical abuse, sexual abuse and emotional abuse. Children and young people can also be harmed through poor practice and bullying.

Neglect is when adults consistently or repeatedly fail to meet a child or young person's basic physical and/or psychological needs which could result in the serious impairment of the child's health or development e.g. failure to provide adequate food, shelter and clothing; failing to protect a child from physical harm or danger; or the failure to ensure access to appropriate medical care or treatment. It may also include refusal to give love, affection and attention.

Examples in an outdoor learning setting could include a member of Trust staff, visiting staff or other adult repeatedly failing to ensure children are safe, exposing them to undue cold, heat or extreme weather conditions without ensuring adequate clothing or hydration; exposing them to unnecessary risk of injury e.g. by ignoring safe practice guidelines, failing to ensure the use of safety equipment, or by requiring young people to participate when injured or unwell.

Physical abuse is when someone physically hurts or injures children by hitting, shaking, throwing, poisoning, burning, biting, scalding, suffocating, drowning or otherwise causing harm. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child whom they are looking after.

Examples in outdoor learning settings may be when the nature and intensity of the activity exceeds the capacity of the child's immature and growing body; or when sanctions imposed by staff involve inflicting pain.

Sexual abuse is where children and young people are abused by adults (both male and female) or other children who use them to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse, kissing and sexual fondling. Showing children pornographic material (books, videos, pictures) or taking pornographic images of them are also forms of sexual abuse.

Examples in outdoor learning settings may include teaching techniques involving physical contact with children creating situations where sexual abuse can be disguised and may therefore go unnoticed. The power and authority of, or dependence on, the member of staff, if misused, may also lead to abusive situations developing.

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.

Emotional abuse is the persistent emotional ill-treatment of a child or young person so as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.

It may feature age or developmentally inappropriate expectations being imposed on children or young people or even the over protection of a child. It may involve causing children to feel frightened or in danger by being constantly shouted at, threatened or taunted which may make the child very nervous and withdrawn. Some level of emotional abuse is involved in all types of ill-treatment of a child.

Examples in outdoor learning settings may include children who are subjected to constant criticism, name-calling, sarcasm, bullying, racism or pressure to perform to unrealistically high expectations; or when their value or worth is dependent on achievement.

Appendix 13

GOODWOOD
EDUCATION TRUST

Photography Policy

Whilst Goodwood Education Trust does not seek to prohibit those with a legitimate interest in photographing or filming children participating in outdoor learning it recognises that such activity should take place within an appropriate policy framework.

This policy applies at any Goodwood Education Trust activity, workshop, session or event at which children under the age of 18 are participating.

POLICY

The welfare of children and young people taking part in outdoor learning is paramount.

Children and their teachers, group leaders, parents, carers or Goodwood Education Trust should have control over the images taken of children and young people at Goodwood Education Trust activities, workshops, sessions or events.

The outdoor learning activity should not be misused purely for the purpose of obtaining images of children.

Images should not be sexual or exploitative in nature or open to misinterpretation and misuse.

The identity of children and young people in a published image should be protected so as not to make the children vulnerable. (If the name of an individual child is published with their photograph to celebrate an achievement, other personal contact details should never accompany the picture).

PROCEDURE

Official and professional photographers and those using 'professional' equipment

Goodwood Education Trust requires that anyone wishing to take photographic or video images, at any Goodwood Education Trust activity, workshop, session, event at which children and young people under the age of 18 are participating, in an official or professional capacity or using 'professional' camera or video equipment registers their details with Goodwood Education Trust's Education Officer. This must be done before carrying out any such activity at Home Farm, in Seeley Copse or any other location where the Trust is operating.

Goodwood Education Trust reserves the right to refuse to grant permission to take photographic or video images if it sees fit.

The Trust Education Officer must obtain consent from teachers, group leaders, parents/carers to take and use their child's image.

Parents, carers or family members of competitors

Teachers, group leaders, parents/carers and family members taking occasional informal photographs with mobile devices of their own child, ward or family member at Goodwood Education Trust activities do not need to register their details with Goodwood Education Trust.

If such photographs include other children (e.g. during a Forest School session) they should not be publicly displayed or published on social media unless the prior permission of the parents/carers of all the children in the photograph(s) has been obtained.

CONCERNS

If competitors or parents have any concerns they should raise them by contacting the Goodwood Education Trust's Education Officer immediately. Goodwood Education Trust will notify the relevant authorities should it have any doubts as to the authenticity of any individual taking photographs of children.

Appendix 14

GOODWOOD
EDUCATION TRUST

Anti-Bullying Policy

Goodwood Education Trust will:

- recognise its duty of care and responsibility to safeguard all children and young people from harm
- promote and implement this anti-bullying policy in addition to our safeguarding policy and procedures
- seek to ensure that bullying behaviour is not accepted or condoned
- ensure all Goodwood Education Trust staff and contract staff have access to this policy
- take action to investigate and respond to any alleged incidents of bullying
- encourage and facilitate children and young people to play an active part in developing and adopting a code of conduct to address bullying
- ensure that staff, volunteers and contract staff are given access to information, guidance and/or training on bullying

Each member of Trust staff, volunteer and member of contract staff will:

- respect every child's need for, and rights to, a learning environment where safety, security, praise, recognition and opportunity for taking responsibility are available
- respect the feelings and views of others
- recognise that everyone is important and that our differences make each of us special and should be valued
- show appreciation of others by acknowledging individual qualities, contributions and progress
- be committed to the early identification of bullying, and prompt and collective action to deal with it
- ensure safety by having activities carefully explained for all to see and understand
- report incidents of bullying they see – by doing nothing you are condoning bullying.

Bullying

- all forms of bullying will be addressed
- everybody at Goodwood Education Trust has a responsibility to work together to stop bullying
- bullying can include online as well as offline behaviour
- bullying can include:
  - physical pushing, kicking, hitting, pinching etc.
  - name calling, sarcasm, spreading rumours, persistent teasing and emotional torment through ridicule, humiliation or the continual ignoring of individuals

- posting of derogatory or abusive comments, videos or images on social network sites
- racial taunts, graffiti, gestures, sectarianism - sexual comments, suggestions or behaviour
- unwanted physical contact

- children with a disability, from ethnic minorities, young people who are gay or lesbian, or those with learning difficulties are more vulnerable to this form of abuse and are more likely to be targeted

Support to the child

- children should know who will listen to and support them
- systems should be established to open the door to children wishing to talk about bullying or any other issue that affects them
- potential barriers to talking (including those associated with a child's disability or impairment) need to be identified and addressed at the outset to enable children to approach adults for help
- children should have access to helpline numbers
- anyone who reports an incident of bullying will be listened to carefully and be supported
- any reported incident of bullying will be investigated objectively and will involve listening carefully to all those involved
- children being bullied will be supported and assistance given to uphold their right to play and live in a safe environment which allows their healthy development
- those who bully will be supported and encouraged to stop bullying
- sanctions for those bullying others that involve long periods of isolation, or which diminish and make individuals look or feel foolish in front of others, will be avoided.

Support to the parents/carers

- parents/carers to be advised on Goodwood Education Trust bullying policy and practice
- any incident of bullying will be discussed with the child's parents/carers
- parents/carers will be consulted on action to be taken (for both victim and bully) and agreements made as to what action should be taken
- information and advice on coping with bullying will be made available
- support should be offered to the parents/carers including information on other agencies or support lines.

Useful contacts

Goodwood Education Trust - Safeguarding Officer
Anne Bartlett
anne.bartlett@goodwood.com
01243 755157

NSPCC Helpline
0808 800 5000

ChildLine
0800 1111 / www.childline.org.uk

Anti-Bullying Alliance
https://anti-bullyingalliance.org.uk

Declaration

I declare that I have read and understood the Goodwood Education Trust Anti-Bullying Policy.

I declare that I know who the Trust Safeguarding Officer is and what to do if I witness anything concerning bullying or have an incident of bullying reported to me.

Print Name	Sign	Date

A completed copy of this declaration is kept by the Trust and is available upon request.