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Child Protection Policy

Updated on: 10/05/2025

Next proposed review: 10/05/2026

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Nature Vibezz

Registered Charity number 1177701.

Registered office address: 2 Warren Close, London, SE21 8NB, United Kingdom.

www.naturevibezz.org - info@naturevibezz.org

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John Cannell Operation Director john.naturevibezz@gmail.com



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General

Nature Vibezzz organisation recognises that members of the public attending its activities include children and young people who, by virtue of their age, are in need of special care and protection to ensure that no harm comes to them.

Children and young people are able to benefit from participation in Nature Vibezzz organisation activities, particularly with regard to their personal, social, physical, emotional and spiritual development. They and their parents or guardians have come to place considerable trust in Nature Vibezzz organisation and its personnel. Nature Vibezzz organisation remains attentive and vigilant with regard to their interests, ensuring best practice in providing a safe, wholesome and nurturing environment.

Statement

Nature Vibezzz organisation is committed to the well-being of everybody participating in its activities. In particular, Nature Vibezzz organisation is committed to taking all appropriate measures to ensure that all children and young people are protected from abuse, exploitation or neglect and are appropriately safeguarded and supervised.

Nature Vibezzz organisation seeks to provide a safe and caring environment for its young participants, in which they are protected from neglect, exploitation and abuse regardless of culture, age, gender, race, national, social or linguistic origin, religion or disability. These principles are inherent in respecting human dignity and fostering the harmonious development of every child.

This statement specifies the procedures necessary to safeguard the interests of all children involved in Nature Vibezzz organisation activities. It seeks to promote a safe, healthy and positive environment and to set standards against which progress can be measured. It also seeks to ensure that those involved with children are aware of different types of abuse and know what to do in the event of any incident that may involve or relate to child abuse.

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Principles

The paramount concern is the welfare of the child, and the principles and practices described below have been formulated to serve their best interests in all circumstances. In giving priority to the overall well-being and protection of children, we believe that, above all, children should be respected as human beings and individuals with recognised rights and needs.

1. The best interests of the child should be the primary consideration in all activities involving them.
2. Children have the right to develop to their fullest potential in every respect, including physically, mentally, spiritually, morally and socially.
3. Appropriate educational activities will foster the overall development of children, suited to their personalities, talents and abilities.
4. All children have the right to live without discrimination of any kind, for example on grounds of ethnicity religion, culture, language, gender, disability or social or national origin.
5. Children should be respected and listened to, and their views given due consideration, in accordance with their age, maturity and cognitive ability.
6. Due consideration should be given to the traditions and cultural values of each child and his or her family.
7. The rights and responsibilities of a child's parents and family should be similarly respected.
8. While anyone under the age of 18 is a young person or child and is potentially vulnerable, it must be borne in mind that attitudes and levels of maturity vary greatly, and everyone has the right to protection from abuse whatever his or her age.
9. The best interests of the child may require that Nature Vibezz organisation works in partnership with the child's home, school and community and/or makes use of and fully co-operates with social services and police.
10. Suspicions or allegations of any incident that need investigating should be handled tactfully and sensitively by people well qualified and officially appointed to do so. In endeavouring to establish the truth, evidence should be gathered, recorded and weighed carefully, thus avoiding any tendency to jump to premature conclusions.

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Forms of Abuse

1. Abuse is caused not only by those who actually perpetrate it but also by those who fail to prevent it or who condone, minimise or tolerate it.
2. Physical abuse occurs where adults or others deliberately inflict injuries on a child or knowingly do not prevent such injuries if in a position to do so.
3. Emotional abuse occurs when adults fail to show due care and attention or threaten, use sarcasm, taunt or shout at a child causing him or her to lose self-confidence or self-esteem or become nervous or withdrawn or affected in any other way.
4. It may also take place when an adult repeatedly ignores or fails to respond to a child's efforts or places the child under undue pressure to meet unrealistically high standards or expectations.
5. Sexual abuse occurs when adults use children to fulfill their own sexual needs or indicate that sexual favours can help, or refusals hinder, a child's prospects. Such abuse may include non-contact activities, such as involving children in looking at pornographic material or encouraging children to behave in sexually inappropriate ways.
6. Abuse of trust takes place where a child is indoctrinated with attitudes that are unacceptable to the child's family or guardian or if an adult misuses his or her power over a child.
7. Neglect takes place when adults fail to meet a child's essential needs for clothing, food, shelter, warmth and medical care or leave a child without proper supervision or place him or her at risk of injury. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Identification of Abuse

1. While it may be the case that a child's disturbed behaviour or an injury may suggest that a problem exists, in many instances signs of abuse may not be discernible. Nevertheless, an experienced adult may sense that something is wrong and that extra vigilance and/or investigation are called for. In other situations, apparent indicators of abuse may have other causes, or involve other factors, and so should not be taken as proof of abuse.

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2. The following list of some possible indicators of abuse is purely indicative and can never be and should not be taken to be final and all-inclusive:

2.1. Bruises or other injuries may sometimes be clearly visible or a child may show distress, but often victims learn to conceal or disguise signs of abuse with the result that it is not always obvious.

2.2. Uncharacteristic changes in a child's behaviour, attitude or commitment, or an inappropriate desire for closeness and attachment to an adult, may be indicative that there is something wrong

2.3. Fear of particular adults (especially those with whom a comfortable relationship should be norm) may be a cause for concern.

2.4. A child who begins to appear unkempt, is reluctant to return home, is always alone or doesn't socialise with peers may also need attention or extra vigilance.

Dealing with Possible Abuse

Dealing with abuse is seldom a straightforward or clear-cut matter, and decisions and conclusions will always need to be carefully considered.

1. It is not the responsibility of those working with children to decide that child abuse is occurring but it is their responsibility to refer any such concerns to Nature Vibezz staff. The role of the worker or volunteer is to report, NOT to investigate. In particular, the child should not be spontaneously questioned at this stage as this may lead to legal complications at a later date.
2. Any allegations of abuse made by a child should be responded to and they, and any accidental injury, hurt or distress caused to a child, promptly noted and reported to the Children's Officer. Although a child may find it difficult to express this, should a child feel discomfort, or abused or neglected, it is the CO's responsibility to communicate this without exaggeration or embellishment. To help a child in this regard, whatever is said should be taken seriously, but non-judgmentally, while going at a pace that is comfortable for the child.
3. If abuse is suspected or has been alleged, the highest degree of discretion and confidentiality should be exercised, relating to both the person making the accusation and the person(s) against whom allegations have been made.

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4. In considering possible instances of abuse, poor practice should be distinguished from abuse. In cases where poor practice is identified, Nature Vibezzz will ensure that further training and monitoring will be carried out for any person(s) against whom allegations have been made or by whom abuse is suspected.
5. Nature Vibezzz organisation does not seek to protect staff, students or volunteers at the expense of a child's potential welfare.

The Children's Officer

1. Nature Vibezzz organisation will designate one or more Children's Officers who will be responsible for the implementation of this policy.
2. The Children's Officer will also be responsible for monitoring this policy and amending it as required to make it more effective and to ensure compliance with relevant legislation.
3. The Children's Officer will ensure that, before they are involved with children's activities, all helpers complete a volunteer reference form with their personal details and declare that they have not been convicted of child abuse. Volunteers will be informed that they can only work with children subject to a satisfactory police check. The exemption to the Rehabilitation of Offenders Act applies to these checks and all "spent" convictions must be disclosed for the purposes of applying to do voluntary work with children under the care and supervision of Nature Vibezzz organisation.
4. The Children's Officer will be responsible for monitoring volunteers during a three month probationary period, including direct observation of the volunteer with the children, explanation of health and safety regulations, and during which time the volunteer will be required to undergo induction and training,
5. The Children's Officer will be responsible for initiating action where any abuse is suspected or alleged, keeping confidential all information on any matters referred to him or her but making such information available to Nature Vibezzz organisation committee members, the social services or police as necessary. While also being mindful of possible remedies and/or ramifications, it is the duty of the Children's Officer to refer any concerns to parents, social services or police as well as to the Nature Vibezzz organisation committee members as appropriate.

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Recruitment of Children's Officer and other Staff

To guarantee children's Safeguarding this policy sets out the minimum requirements of a recruitment process for employees of charity Nature Vibezz that aims to:

- ✓ attract the best possible applicants to vacancies;
- ✓ deter prospective applicants who are unsuitable for work with children, young people, vulnerable adults or the elderly;
- ✓ identify and reject applicants who are unsuitable for work with children, young people, vulnerable adults or the elderly.

Statutory Requirements

Where there are some statutory requirements for the appointment of some staff in community projects, they must always be met, recognising that those requirements will change from time-to-time.

Identification of Recruiters

Subject to the availability of training, Nature Vibezz will move towards a position in which at least one recruiter has successfully received accredited training in safe recruitment procedures.

Inviting Applications

Advertisements for posts – whether in newspapers, journals or on-line – will include the statement:

“Nature Vibezz is committed to safeguarding children, young people, vulnerable adults and the elderly. All postholders are subject to a satisfactory DSB (Disclosure & Barring Service) check where appropriate.”

Prospective applicants will, as a minimum, be supplied with or given access to (eg: on Nature Vibezz internet web site) the following:

- ✓ job description and person specification;
- ✓ Nature Vibezz safeguarding policies;
- ✓ Nature Vibezz recruitment policy;
- ✓ the selection procedure for the post.

All applications must be in writing (either on paper or by e-mail).

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Short-listing and References

Short-listing of candidates will be against the person specification for the post. Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.

References will be sought directly from the referee.

References or testimonials provided by the candidate will never be accepted.

Where necessary, referees will be contacted by telephone or e-mail in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Referees will always be asked specific questions about:

- ✓ the candidate's suitability for working with children, young people, vulnerable adults or the elderly;
- ✓ any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children, young people, vulnerable adults or the elderly;
- ✓ the candidate's suitability for this post.

The Selection Process

Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.

Interviews will always be face-to-face. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link).

Candidates will always be required:

- ✓ to explain satisfactorily any gaps in employment;
- ✓ to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
- ✓ to declare any information that is likely to appear on a DBS (Disclosure & Barring Service) check;
- ✓ to demonstrate their capacity to safeguard and protect the welfare of children, young people, vulnerable adults and the elderly where appropriate.

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Employment Checks

All successful applicants are required:

- ✓ to provide proof of identity;
- ✓ to complete a DSB (Disclosure & Barring Service) check and receive satisfactory clearance as appropriate;
- ✓ to provide actual certificates of qualifications;
- ✓ to complete a confidential health questionnaire;
- ✓ to provide proof of eligibility to live and work in the UK.

Induction

All staff who are new to Nature Vibezz will receive induction training that will include Nature Vibezz safeguarding policies and guidance on safe working practices. Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s).

Please see appointed Officer and other contact details on [Appendix II](#) and record any changes on the table found on [Appendix III](#).

Code of Practice and Behaviour

This Code of Practice and Behaviour will apply to all staff and volunteers who have contact with children and young people under the age of 18 during the course of any activities provided by Nature Vibezz organisation in the UK and overseas including field trips and excursions.

1. Be publicly open and observable in working with children and ensure that situations do not arise in which an individual child is alone, completely unobserved, with an adult.
2. Avoid unnecessary harshness or criticism and ensure that children do not cause harm to each other in any form. Be alert to bullying or intimidation.
3. Where correction of a child's behaviour is deemed necessary, there should be no physical or emotional punishment for misbehaviour for any reason whatsoever. In cases where correction is necessary, it should always be made clear to the child that it is his or her behaviour that is not acceptable and not the person himself or herself.

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4. Respect children's evolving capacities while also remembering that their path to adulthood will inevitably be gradual. Ensure that all activities undertaken are compatible with the age, abilities, and maturity and potential of the relevant child, paying due respect and attention to the situation of children with disabilities. Linguistic, cultural, religious and social differences need to be considered equitably and in a positive light.
5. Encourage children to take responsibility for their own behaviour, respect the rights of others, develop concern for their own safety and protection and be honest, accurate and open in their expression and communication.
6. While maintaining a high standard of personal behaviour and appearance, adults need to remember that the best intentions can sometimes be misinterpreted.
7. Should any physical contact be necessary, this should be carried out openly and not in conflict with any parental instructions in this regard. Physical contact should be avoided and children should be discouraged from cuddling volunteers or workers or sitting on their laps.
8. Do not allow any suspicion, allegation or disclosure of abuse to go unreported, but do not jump to conclusions without being sure of all the facts and circumstances. Write down the relevant facts, dates and observations as soon as possible. Do not rush into unconsidered action. Although a pattern of behaviour may bring a child to your attention (for example, where an outgoing child becomes unusually withdrawn) and may be indicative of abuse, do not investigate it yourself (unless specifically asked to do so by the Children's Officer) but refer the matter to the Children's Officer.
9. Only those who have been regularly involved with the Nature Vibezz organisation and are known to one or more of its senior personnel may work with children and young people. They must complete a Volunteer Reference Form and be approved by the Children's Officer who will also check the volunteer's police clearance form before giving such approval. Volunteers will also be subject to a three month probationary period, during which time they are expected to be observed and to undergo any relevant training deemed necessary by Nature Vibezz organisation.
10. The safety of the children must take priority over everything else.

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11. Where a child or young person is involved in regular activities such as placements their attendance should be endorsed in writing by the parents or guardian.
12. In cases where children are involved in activities that require travel from one place to another, it is the responsibility of the parents to ensure that children have adequate travel and health insurance. While travelling, Nature Vibezzz organisation staff and volunteer helpers will assume the role of parent and will take appropriate action to ensure that children are supervised at all times and are not exposed to any risk that will unduly cause them physical or emotional harm.
13. Where children unaccompanied by their parents need to be accommodated for one night or more on excursions and field trips this will be done with the written permission of the parents or guardians. In cases where young or disabled children are involved, parents will also give written permission for a named volunteer to assist the child with any personal or intimate care tasks deemed necessary for the well-being and comfort of the child. Nature Vibezzz organisation will always ensure that children and young people are accommodated in single beds and, where rooms are shared, with other children or young people of the same gender.
14. Nature Vibezzz organisation will ensure that where unaccompanied children are in overnight accommodation on any of its premises that adequate provision is made to protect the safety of the child, and to provide the child with nourishment and warmth.

INTERNAL PROCEDURES

In order to protect Nature Vibezzz organisation as an organisation, and individual members within it, and to comply with local and national recommendations for volunteers working with young people, a Child Protection Policy Statement has been drawn up. You are advised to read the policy carefully and to ensure that at least one person at each Nature Vibezzz organisation site is responsible for making sure that the policy is carried out.

The guidelines here relate specifically to **Paragraph 8** of the *Code Of Practice and Behaviour* in the *Child Protection Policy Statement*.

Guidelines

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All suspicions, allegations or disclosures of abuse must be reported. If a child makes a comment, or shows signs of uncharacteristic behaviour in whatever way, or gives cause for concern, then the following procedure should be followed.

- A written report, however brief, must be submitted immediately (or as soon as possible) giving pertinent details, including time, date and the names of any witnesses present. The report must be signed and dated.
- Seek immediate advice from the Children's Officer, by telephone if necessary.
- The Children's Officer will seek guidance and/or discuss the matter with a trustee of Nature Vibezz organisation and will refer back to the person who has made the report with details of how to proceed.
- In the event that an incident needs to be reported to the authorities, the Chairperson or appointed Committee Member of Nature Vibezz organisation will carry out that procedure.

Completing the Report Form

The attached form should be completed and a copy given to the Children's Officer. When filling out the form, please bear the following in mind:

- There should be no direct questioning of the child(ren) involved. The child (ren) can be asked to say in their own words what happened. Do not attempt to help them to find the right words.
- Report speech as closely as possible to what the child(ren) say(s).
- If they can't explain something in words, they can be invited to draw a picture of what happened.
- If a child is very distressed, do not press them for further details at that time.

Details on the report form are strictly private and confidential and should not be discussed with anyone apart from the Children's Officer, appointed committee member(s) of Nature Vibezz organisation and any of the official authorities who may be called in to investigate the problem.

See [APPENDIX I](#) for Report Form.

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LOST CHILD POLICY

Procedure in the event of a lost child

If a child is lost or missing an immediate search will be initiated.

1. Nature Vibezz staff and volunteers will ensure remaining children have been head counted, secured and under members of staff or volunteer's supervision.
2. Remaining of staff will undertake an immediate search of the area, then the immediate surroundings, then across a wider perimeter.
3. Notify Forest School Leader Douglas Saucedo Anez or John Cannell that there is a missing child. (by mobile: 0771 228 5873 / 0798 466 2996).
4. Notify the parents of the missing child.
5. Forest School Leader will gather as much information about the circumstances surrounding the incident, noting the circumstances in which the child has gone missing and where he/she was last seen and prepare a detailed physical description of the child, to include their hair and eye colour, approximate height and build and clothing he/she was wearing, as this will be required by the police.
6. If necessary, notify the Police that there is a missing child and no later than 20 minutes after the initial missing person report if the search is ongoing.
7. Staff will follow police guidance if further action is recommended and maintain close contact with the police.
8. Forest School Leader will report the incident to the designated safeguarding officer.
9. Forest School Leader will ensure to inform all adults involved including the parents, searchers and police if at any stage the child is located.

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APPENDIX I:

INCIDENT REPORT FORM *(for official use only)*

Digital version: <https://form.jotform.com/260763362905056>

Session or activity:
Your Name:
Your Position:
Child's Name
Child's Address:
Parents/Carer's Name and Address:
Child's Date of Birth:
Date and Time of Incident:

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Your Observations:	
Exactly What the Child Said and What You Said (Remember; do not lead the child – record actual details. Continue on separate sheet if necessary)	
Action Taken so far:	
External Agencies Contacted (Date & Time)	
POLICE Yes/No	If yes – which: Name and Contact Number: Details of Advice Received:

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<p>Local Authorities Children’s Social Care</p> <p>Yes/No</p>	<p>If yes – which:</p> <p>Name and Contact</p> <p>Number : Details of</p> <p>Advice Received:</p>
<p>FOREST SCHOOL GOVERNING BODY</p> <p>Yes/No</p>	<p>Name and Contact Number:</p> <p>Details of Advice Received:</p>
<p>LOCAL AUTHORITY</p> <p>Yes/No</p>	<p>If yes – which:</p> <p>Name and Contact Number:</p> <p>Details of Advice Received:</p>

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<p>Other (e.g. NSPCC)</p>	<p>Which:</p> <p>Name and Contact Number:</p> <p>Details of Advice Received:</p>
<p>Signature:</p> <p>Print Name:</p>	
<p>Date:</p>	

Remember to maintain confidentially on a *need to know* basis – only if it will protect the child. Do not discuss this incident with anyone other than those who need to know.

NB: A copy of this form should be sent to social services after the telephone report and to the Children’s Officer.

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APPENDIX II

Contacts

<p>Nature Vibezz Children's Officer</p>	<p>Douglas Saucedo Anez douglas.naturevibezz@gmail.com</p>
<p>Lambeth Children's Social Care (24 hours)</p>	<p>020 7926 5555</p>
<p>NSPCC (National Society for Prevention of Cruelty to Children)</p>	<p>0808 800 5000</p>
<p>Police</p>	<p>999 (emergency)</p>
	<p>020 7326 1212 (non-emergency)</p>
<p>If someone is in immediate danger, dial 999</p>	

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