

Cedarwood Trust

Safeguarding Children Policy

Policy Statement

Cedarwood Trust is committed to promoting the welfare and safety of all children who engage with our Early Years Department and all other areas in Cedarwood. We believe that every child has the right to be protected from harm and exploitation. This policy outlines our commitment to safeguarding children and provides guidelines for preventing, identifying, and responding to concerns of abuse or neglect.

Revision History

Revision Log

Name	Reason for change	Version	Date	Status
Carly Ewen	Initial Version	1.0	01MAY24	Submitted
Andy Urwin	Updated Contacts	2.1	08DEC25	Draft
Andy Urwin	Submitted for review and approval	3.0	08DEC25	Submitted

Approval Log

Name	Role	Version	Date	Next Review
Wayne Dobson	CEO	1.0	01AUG24	19AUG25
Wayne Dobson	CEO	2.0	13AUG25	13AUG26
Solomon Lennox	CEO	3.0	08DEC25	08DEC26

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1 Policy Statement

Cedarwood Trust is committed to promoting the welfare and safety of all children who engage with our Early Years Department and all other areas in Cedarwood. We believe that every child has the right to be protected from harm and exploitation. This policy outlines our commitment to safeguarding children and provides guidelines for preventing, identifying, and responding to concerns of abuse or neglect.

2 Objectives of Policy

1. To identify types and signs of abuse.
2. To understand how Cedarwood promotes safeguarding
3. Identify what to do when a safeguarding concern is identified
4. Provide contact information for those responsible for safeguarding children

3 Policy Principles

The Welfare of the Child: The welfare and safety of children are paramount.

- **Prevention:** Taking measures to prevent harm by promoting safe practices and awareness.
- **Proportionality:** Responding proportionately to the risk presented.
- **Partnership:** Working with parents and other agencies to ensure the welfare of children.
- **Confidentiality:** Handling information in accordance with data protection laws except where safeguarding concerns overrule this.

4 Definitions

Child:	Anyone under the age of 18 years.
Young person:	For the purpose of this document a young person is an individual who is an older child, usually a teenager. This distinction is made due to some types of abuse being more likely to involve a young person, than a young child, such as criminal exploitation.
Safeguarding:	The process of protecting children from abuse or neglect, preventing impairment of health or development, and ensuring they grow up in circumstances consistent with safe and effective care.
DSL:	The Designated Safeguarding Lead - at Cedarwood this applies to a nominated employee who has oversight of the management and implementation of safeguarding. This is also the person who will give additional support and guidance around any safeguarding concerns.
Worker:	This term includes those who are employed, or volunteering at Cedarwood.

Grooming: when a person builds a relationship with a child, young person or an adult who's at risk so they can abuse them and manipulate them into doing things.

Safeguarding Officer (SO): These are nominated individuals within Cedarwood who support the DSL and act as safeguarding leads in their respective departments, so there is always a person to support with safeguarding concerns.

5 Types and Signs of abuse

Child abuse refers to any abuse toward someone who is under 18 years of age. It can happen at home or elsewhere, and it occurs in all cultures, countries, and economic classes.

Remember a child may not realise what is happening to them is abuse, this is why we need to have an awareness of the types and symptoms of abuse.

This is also covered in annual safeguarding training which is mandatory training at Cedarwood.

Any worker at Cedarwood who suspects or believes a child is experiencing abuse should take action, for the child's immediate and long-term safety. You do not need to be sure abuse is occurring or to know which type.

Types of abuse and symptoms include:

Type of Abuse	What actions make up this type of abuse	Symptoms
Physical	burning or scalding suffocating or drowning, for example, holding a child under water poisoning shaking, throwing, hitting, biting, slapping non-consensual tickling any other physical harm tying or forcing the child into a stressed position	unexplained black eyes, broken bones, bruises, bites, or burns injuries that may reveal a pattern, for example, more than one burn or welts on the hand protesting or crying when it is time to go to a particular location, whether home or school, or another place where abuse might occur appearing to be frightened of a specific individual being watchful, as if expecting something unpleasant to happen flinching when touched wearing inappropriate clothing, for example, long sleeves in summer, to cover up injuries talking about being injured by a parent, caregiver, or other person

Type of Abuse	What actions make up this type of abuse	Symptoms
<p>Bullying and Cyberbullying</p>	<p>physical bullying: hitting, slapping, or pushing someone</p> <p>verbal bullying: name calling, gossiping, or threatening someone</p> <p>non-verbal abuse: hand signs or text messages</p> <p>emotional abuse</p> <p>exclusion: ignoring or isolating someone</p> <p>undermining, constant criticism or spreading rumours</p> <p>controlling or manipulative behaviour</p> <p>making silent, hoax or abusive calls.</p> <p>sending threatening or abusive text messages</p> <p>creating and sharing embarrassing images or videos</p> <p>trolling – the sending of menacing or upsetting messages on social networks, chat rooms or online games</p> <p>excluding children from online games, activities, or friendship groups</p> <p>shaming someone online</p> <p>setting up hate sites or groups about a particular child</p> <p>encouraging young people to self-harm</p> <p>voting for or against someone in an abusive poll</p> <p>creating fake accounts, hijacking or stealing online identities to embarrass a young person or cause trouble using their name</p>	<p>belongings getting 'lost' or damaged</p> <p>physical injuries, such as unexplained bruises</p> <p>being afraid to go to school, being mysteriously 'ill' each morning, or skipping school</p> <p>a change in how they are doing at school, including a dip in grades, or not handing homework in</p> <p>asking for, or stealing, money (to give to whoever's bullying them)</p> <p>a change in behaviour, including being nervous, losing confidence, or becoming distressed and withdrawn</p> <p>a change in eating or sleeping habits</p> <p>bullying others.</p> <p>Any change to online activity</p>

Type of Abuse	What actions make up this type of abuse	Symptoms
Emotional	<p>not allowing the child to express their views and opinions</p> <p>ridiculing what they say</p> <p>silencing them</p> <p>frequently shouting at or threatening them</p> <p>mocking the way they are or how they try to communicate</p> <p>giving a child the “silent treatment” as a punishment</p> <p>limiting physical contact</p> <p>telling them they are “no good” or “a mistake”</p> <p>preventing normal social interaction with peers and others</p> <p>ill-treating another person in front of the child for example, through domestic violence</p>	<p>appearing withdrawn, anxious, or afraid</p> <p>showing extremes in behaviour, for example, compliance, passivity, or aggressiveness</p> <p>lack of attachment to parent or caregiver</p> <p>age-inappropriate behaviour, for example, sucking a thumb</p>
Sexual	<p>assault by penetration, such as rape or oral sex</p> <p>non-penetrative sexual activities, such as touching outside of clothing, rubbing, kissing, and masturbating</p> <p>watching others performing sexual acts or getting a child to watch such acts</p> <p>looking at, showing, or sharing sexual images, videos, toys, or other material</p> <p>telling dirty jokes or stories</p> <p>forcing or inviting a child to undress for sexual gratification</p> <p>“flashing” or showing one’s genitals to the child</p> <p>encouraging the child to behave in a way that is sexually inappropriate</p>	<p>talking about being sexually abused</p> <p>displaying sexual knowledge or behaviour which is beyond their years, bizarre, or unusual</p> <p>withdrawing from friends and others</p> <p>running away from home</p> <p>shying away from a specific person</p> <p>having nightmares</p> <p>wetting the bed after not doing so before</p> <p>changes in mood or appetite</p> <p>pregnancy or having a sexually transmitted disease (STD), especially before the age of 14 years</p>

Type of Abuse	What actions make up this type of abuse	Symptoms
<p>Child sexual exploitation and grooming.</p>	<p>child or young person is coerced, manipulated or deceived into sexual activity in exchange for things</p> <p>use violence and intimidation to frighten or force a child or young person to participate in sexual activity.</p> <p>children and young people are often tricked into believing they're in a loving and consensual relationship so the sexual activity may appear consensual. This is called grooming and is a type of abuse.</p> <p>use of threats and blackmail to force a young person to take part in other sexual activity.</p> <p>share the images and videos with others or circulate them online.</p>	<p>having an older person they view as their boyfriend or girlfriend.</p> <p>staying out late or overnight.</p> <p>having a new group of friends.</p> <p>missing from home or care, or stopping going to school or college.</p> <p>hanging out with older people, other vulnerable people or in antisocial groups.</p> <p>involved in a gang.</p> <p>involved in criminal activities like selling drugs or shoplifting</p> <p>sudden changes in mood or character.</p> <p>a sudden change in their family relationships/dynamics.</p> <p>having money or things they can't or won't explain, such as hotel key cards or unexplained gifts.</p> <p>physical signs of abuse, like bruises or bleeding in their genital or anal area.</p> <p>sudden change in physical appearance including clothes and hygiene levels.</p> <p>alcohol or drug misuse.</p> <p>sexually transmitted infections.</p> <p>a sudden and urgent request to go onto contraception or to obtain the 'morning after pill'.</p> <p>pregnancy.</p>
<p>Neglect</p>	<p>not providing appropriate food, clothing, or medical care</p> <p>locking a child in a room or closet.</p> <p>not providing adequate shelter, including abandoning a child or excluding them from the family home</p>	<p>have medical or dental care needs that are not being met</p> <p>have unwashed clothes, skin, or hair</p> <p>be using drugs or alcohol</p> <p>be missing food or money at unusual times, for example, for lunch or bus fare home</p>

Type of Abuse	What actions make up this type of abuse	Symptoms
	<p>placing or leaving the child in a situation in which they might experience emotional or physical danger or harm</p> <p>leaving a child alone for a long time or so that they experience harm</p> <p>Neglecting or not responding to a child’s basic emotional needs could constitute neglect.</p>	<p>wear the same clothes all the time or be consistently unsuitably dressed for the time of year</p> <p>miss school frequently</p> <p>need glasses but never have them</p> <p>say nobody looks after them at home</p>
Criminal Exploitation	<p>criminal exploitation occurs where children and young people are manipulated and coerced/ groomed into committing crimes.</p>	<p>frequently absent from and doing badly in school.</p> <p>going missing from home, staying out late and travelling for unexplained reasons.</p> <p>in a relationship or hanging out with someone older than them.</p> <p>being angry, aggressive, or violent.</p> <p>being isolated or withdrawn.</p> <p>having unexplained money and buying new things.</p> <p>spending more time on social media and being secretive about time online.</p> <p>making more calls or sending more texts, possibly on new phone or phones.</p> <p>self-harming and feeling emotionally unwell.</p> <p>taking drugs and abusing alcohol.</p> <p>committing petty crimes like shop lifting or vandalism.</p> <p>unexplained injuries and refusing to seek medical help.</p> <p>carrying weapons</p>
Female Genital Mutilation (FGM)	<p>any forced removal of any part of a female’s genitals at any age, for non-medical purposes.</p>	<p>having difficulty walking, standing, or sitting.</p> <p>spending longer in the bathroom or toilet.</p>

Type of Abuse	What actions make up this type of abuse	Symptoms
		<p>appearing quiet, anxious, or depressed.</p> <p>acting differently after an absence from school or college.</p> <p>reluctance to go to the doctors or have routine medical examinations.</p> <p>asking for help – though they might not be explicit about the problem because they're scared or embarrassed.</p> <p>taking an extended trip abroad , particularly during summer.</p>
Domestic Abuse	<p>kicking, hitting, punching, cutting, or throwing objects</p> <p>rape (including in a relationship)</p> <p>controlling someone's finances by withholding money or stopping someone earning</p> <p>controlling behaviour, like telling someone where they can go and what they can wear</p> <p>not letting someone leave the house</p> <p>reading emails, text messages or letters</p> <p>threatening to kill someone or harm them</p> <p>threatening to harm another family member or pet.</p>	<p>aggression or bullying</p> <p>anti-social behaviour, like vandalism</p> <p>anxiety, depression, or suicidal thoughts</p> <p>attention seeking</p> <p>bed-wetting, nightmares, or insomnia</p> <p>constant or regular sickness, like colds, headaches, and mouth ulcers</p> <p>drug or alcohol use</p> <p>eating disorders</p> <p>problems in school or trouble learning</p> <p>tantrums</p> <p>withdrawal.</p>

6 Procedures

6.1 Recruitment and Training:

All staff and volunteers at Cedarwood undergo reference and DBS checks which are reapplied for every three years.

All workers receive annual safeguarding and Prevent training in addition to training on safeguarding procedures.

DSL and SO will also receive additional annual training.

Monthly additional safeguarding training is also delivered to all staff during monthly meetings.

6.2 Reporting Concerns:

Any suspicions, allegations or disclosures of abuse or neglect must be prioritized and acted upon immediately.

All workers at Cedarwood have a responsibility to safeguard any children they come into contact with.

If there is any immediate risk of harm, or danger your first contact must always be the emergency services on 999.

6.3 When and how to raise a concern

- a. Concerns should be raised and reported when any suspected or disclosed instances of harm or abuse occur.
- b. If you have a concern or suspicion around a member of staff report this to your direct line manager and a member of the safeguarding team as soon as possible. In addition, when safeguarding concerns a child and a professional this must be reported to the LADO (Local Authority Designated Officer).
- c. If you have a concern about your line manager please speak to the DSL or a Safeguarding Officer.
- d. If you do not feel you can speak to anyone in the Safeguarding team you can report any concerns to the local authority directly through the Front Door service or online through the “My Care” option.
- e. The safeguarding officer and DSL will support you to make any necessary referrals, you can ask for support and information from them.
- f. Cedarwood disclosure forms are available at reception or available to be printed off on TEAMS. These must be stored securely in accordance with GDPR legislation.
- g. Remember to:
 - Step 1: **Respond** you must act on all allegations of abuse immediately
 - Step 2: **Record** you must gather factual information and complete the Safeguarding Disclosure form. All opinions must start with “*in my professional opinion*”
Write an accurate account of what you were told without embellishments. These forms can be used as evidence and must be accurate and stored securely.
 - Step 3: **Report** to a Safeguarding officer, the Designated Safeguarding Lead, your Line Manager, the CEO, the Chair of the Board of Trustees, Trustee safeguarding link or the LADO. All allegations, incidents and observations will be assessed appropriately.
- h. Contact details to support safeguarding at Cedarwood can be found under useful contacts.

6.4 Responding to Concerns:

We will take all suspicions and disclosures seriously, responding promptly and appropriately to protect the child.

- a. Confidentiality: Information relating to concerns about a child’s safety will be shared on a need-to-know basis and handled sensitively.
- b. If a child discloses abuse to you remember:
 - listen carefully to what they're saying
 - see what immediate help they may need, such as medical attention
 - let them know they've done the right thing by telling you
 - tell them it's not their fault
 - say you'll take them seriously
 - don't confront the alleged abuser
 - explain what you'll do next
 - report what the child has told you as soon as possible.
 - Do not promise to keep confidentiality as this does not apply to safeguarding concerns.

7 Safeguarding Contacts

Name	Role	Contact
Solomon Lennox	CEO and DSL	Solomon.lennox@cedarwoodtrust.com
Lindsey Newton	Safeguarding Officer	lindsey@cedarwoodtrust.com
Joanne Scorer	Safeguarding Officer	joanne@cedarwoodtrust.com
Helen Young	Link trustee for safeguarding	helen.young@cedarwoodtrust.com
John Appleby	Chair of Trustees	john.appleby@cedarwoodtrust.com
Front door	Local authority safeguarding children board	0345 2000 109.
Hayley Muir	LADO	0345 2000 109

8 Responsibilities

8.1 Alerter Responsibilities

All Cedarwood operational workers are considered Alerters because safeguarding is the responsibility of all of us. Alerters identify and report concerns about abuse.

- a. You have a personal responsibility to report safeguarding concerns to a Safeguarding Officer (SO).
- b. The SO may advise you that the concern is unlikely to meet thresholds, but they should never instruct you not to refer a concern. If this happens to you, you should contact the Designated Safeguarding Lead (DSL) to report this.

8.2 Safeguarding Officer (SO) Responsibilities

The Safeguarding Officer dealing with the referral must:

- a. Report the incident to the DSL or escalate if they are not available.
- b. Support the staff member who is dealing with the safeguarding incident.

8.3 Designated Safeguarding Lead (DSL) Responsibilities

- a. All safeguarding incidents must be reported as soon as possible to the DSL so they can be logged securely on the individuals Upshot record (and an index maintained on TEAMS) and any actions requiring external agency referrals, such as Police and Local Authority, can be undertaken by the DSL.
- b. The DSL will proactively link with external agencies such as community police to keep updated with local safeguarding information.
- c. Any updates the DSL receives from relevant sources such as Adult Safeguarding Board will be shared with staff promptly.
- d. The DSL will notify CEO and Trustee Safeguarding link of any significant safeguarding issues as soon as is practicable .

8.4 LADO

The Local Authority Designated Officer (LADO) is responsible for the oversight and management of allegations made against professionals in the children’s workforce, to include paid employees and volunteers. Consequently they should be informed of all allegations that come to an employer’s attention.

8.5 Front Door

The Front Door Service provides access to all services for children and families in North Tyneside.

If you have concerns about the safety or welfare of a child in North Tyneside the Front Door Service is the first point of contact for everyone.

9 Code of Conduct

All staff, volunteers, and trustees are expected to adhere to Cedarwoods code of conduct and keep the safety and well-being of children as a priority.

10 Implementation of the policy

10.1 Review and Maintenance of Policy

- a. Cedarwood shall undertake to review this policy, its implementation and effectiveness annually (unless guidance changes in the meantime). If you find that any of the information in this guidance is out of date, please notify your Line Manager.
- b. Any new legislation or developments in existing legislation will be considered as and when required and the policy will be updated to reflect these developments.
- c. This policy will be given to Board of Trustees for approval after each review.
- d. Any changes to the policy will be communicated to all relevant parties.

10.2 Approval of Policy

This policy shall be approved annually, following a review, or substantial change.

10.3 Distribution of copies

A copy of this policy is available to all staff, volunteers, and Trustees on Microsoft TEAMS at the following location:

- a. A copy of this policy and associated procedure will be made available as a reference guide to all staff.
- b. Staff shall also be made aware if any change is made to the policy of procedure.

File	Safeguarding Children Policy
Location	TEAMS Cedarwood Trust Policies and Procedures Policies

10.4 Ongoing Training

A training programme to support this policy and good practice will be made available to all Trustees, staff, and volunteers working within Cedarwood. This training will be reviewed as required.

Staff and volunteers will have annual refresher training with monthly updates implemented during full staff meetings