

CHILD SAFEGUARDING POLICY & PROCEDURE

Wildlings Pte Ltd

Version: 1.3 | **Date:** July 2026 | **Author:** Claire Seabrook

Safeguarding Leads: Claire Seabrook (Founder & CEO) | **Next review:** July 2027

1. POLICY

Wildlings is a provider of nature and outdoor recreation activities for children and families. We are based in Singapore and operate across a range of natural and outdoor settings. These include our private nature space at Dempsey Hill and our Eco Centre at West Coast Park, school premises where we deliver programmes, and public parks and nature sites including Pasir Ris, Changi Beach, East Coast Park and Pulau Ubin.

At Wildlings we work with children and their carers from 12 months old; this includes children attending with organised groups. We work with children in drop-off programmes from 3.5 years old and above. We work with young people from 16 years old who may volunteer with us or work on a part-time basis. We consider our most vulnerable group of children to be our drop-off children aged from 3.5–6 years old.

At Wildlings we believe that there is nothing more important to society than the health and wellbeing of its children. All adults are responsible collectively for providing the healthy social, economic, and environmental framework needed to ensure that children thrive. We have two Child Safeguarding goals at Wildlings. The first is for all children to thrive at Wildlings, feel safe and secure from harm and be protected from abuse during their time spent with us. The second is to respond professionally to any concerns that any person may raise about the safety or wellbeing of a child that comes into contact with Wildlings.

We will work to maintain and continually improve our child safeguarding efforts to achieve our goals. We will:

- Review and update this policy and monitor its effectiveness.
- Implement the procedure, including effective processes to achieve our goals and continually improve.
- Ensure compliance with the relevant legal requirements and other requirements to which we subscribe, such as Singapore's Children and Young Persons Act (2011) and the United Nations Convention on the Rights of the Child.

2. PROCEDURE

2.1 Definition of Child Safeguarding

Safeguarding means:

- protecting children from abuse and maltreatment
- preventing harm to children's health or development
- ensuring children grow up with the provision of safe and effective care
- taking action to enable all children and young people to have the best outcomes.

From the National Society for the Prevention of Cruelty to Children (NSPCC, UK).

Abuse is categorised as physical abuse, sexual abuse, bullying or peer-to-peer abuse, neglect, and emotional or psychological abuse. We refer to the definitions and signs of abuse published by the NSPCC for further reading: <https://learning.nspcc.org.uk/media/1188/definitions-signs-child-abuse.pdf>

2.2 Our Approach to Child Safeguarding

We recognise that all adults who work, volunteer, or collaborate with Wildlings have a role to play in helping us to achieve our child safeguarding goals. We will implement the following measures to ensure that we create a safe and nurturing environment in which children can thrive.

Because we operate across a range of sites — including our own spaces, school grounds, public parks, beaches and islands — each location carries different risks, such as public access, open water and travel between venues. A site-specific risk assessment is completed and reviewed regularly for every location, and staff follow our Travel Policy and Toileting Policy for movement between and toileting at each site.

2.2.1 Wildlings Staff

- Recruitment practices will ensure staff are suitable to work with children and competent for the role — for example, teaching staff for our youngest learners will have experience with young children and nurturing personalities. Staff using higher-risk activities with children, such as offsite nature walks, using fires, and using tools, will be qualified Forest School Leaders, or equivalent, or advanced in their training.
- Staff will have the necessary breaks, support, leave, and flexibility to ensure that they are mentally and physically well to care for children in the outdoors.
- Staff will all undergo mandatory Child Safeguarding training provided by childsafeguarding.com. The training sets out suitable conduct around children and young people.
- All staff must be willing to undergo a criminal background check using the Singapore Police certificate-of-clearance service.
- **Staff work in pairs and are never responsible for children on their own** unless taking children to the bathrooms (see the Toileting Policy). A child is never placed in the sole care of a non-Wildlings adult, and is never sent away from the setting or transported without an accompanying Wildlings member of staff. Age-appropriate independence — such as older children visiting nearby toilets in a buddy pair — is permitted only as expressly set out in the Toileting Policy.
- Management will ensure that the necessary staff-to-child ratios are met for safety in the outdoors.

2.2.2 Volunteers

- Volunteers will be screened during interview for their suitability to work with children.
- Volunteers will not work alone with children and will not take children to the bathrooms.
- Volunteers working with children will take the online child safeguarding training provided by childsafeguarding.com.
- Adult volunteers must be willing to undergo a criminal background check using the Singapore Police certificate-of-clearance service.

2.2.3 Third Party Collaborations

- Collaborators will be legally entitled to deliver their services, holding all necessary permits, insurance and licences.
- Collaborators will have experience working with children.

- Collaborators will be supported by a Wildlings member of staff at all times and not be allowed to work alone with children attending a drop-off programme.
- Regular collaborators working with children attending Wildlings drop-off programmes will be required to take the online child safeguarding training provided by childsafeguarding.com.

2.2.4 Supervision, Handover and Transport of Children

Children in our care are supervised at all times. The following applies across all programmes, on site and in transit:

- Children remain under Wildlings supervision at all times, at the required staff-to-child ratio, and are never placed in the sole care of a non-Wildlings adult. Brief, age-appropriate independence away from direct supervision is permitted only where a specific policy expressly provides for it — for example, older children using nearby toilets in a buddy pair under the Toileting Policy.
- Handover and collection: children in drop-off programmes are released only to a parent or authorised carer, or handed directly from one named Wildlings staff member to another. Staff confirm the identity of the receiving adult before releasing any child.
- Transfers between our sites — including the West Coast Park to Dempsey Camp Extension transfer — are treated as excursions and follow our Travel Policy and Procedure. Each transfer has a named Wildlings member of staff who travels with the children and remains responsible for them for the whole journey, and a headcount is taken on boarding and on arrival.
- Children are never transported unaccompanied. Sending a child alone by taxi, private-hire or ride-share car is prohibited in all circumstances, regardless of time pressure, staffing, cost or logistics.
- Where the safe option and the convenient option conflict, staff choose the safe option. If in any doubt, staff keep the child where they are, in supervision, and contact a Child Safeguarding Lead before acting.

2.3 Assessing the Severity of a Safeguarding Concern or Breach

Not all safeguarding concerns are equal. Staff must be able to recognise how serious a concern or breach is, so that it is escalated and acted on appropriately. The scale below grades safeguarding concerns and breaches from Level 1 to Level 5. It is adapted for Wildlings from recognised child-protection practice (the NSPCC definitions of harm and the widely used threshold of "risk of significant harm"). Any concern or breach assessed at Level 3 or above must be reported to a Child Safeguarding Lead without delay and recorded on an Incident Report form.

Level	Descriptor	What it looks like	Required response
1	Negligible	Policy followed in full; no lapse.	Continue as normal; capture any learning.
2	Low	A minor procedural slip; no child exposed to harm; corrected immediately.	Correct at once and inform the Camp or Session Lead.
3	Moderate	A lapse that created the potential for harm; no child was left unsupervised.	Report to a Safeguarding Lead the same day; record on an Incident Report; review the procedure.
4	Serious	A child exposed to a foreseeable risk of harm through a supervision or safeguarding failure.	Report to a Safeguarding Lead immediately; Incident Report; inform parents; corrective action and possible disciplinary review.
5	Critical	A child placed at risk of significant harm — e.g. left unsupervised and accessible to an unknown adult, or exposed to abduction, road-traffic or abuse risk.	Act immediately to make the child safe; report to a Safeguarding Lead at once; inform parents; full inquiry;

Level	Descriptor	What it looks like	Required response
			disciplinary action; notify the authorities where required.

Table: Safeguarding severity scale, adapted from recognised child-protection practice (NSPCC).

Note: A breach that results from a deliberate decision — particularly one taken by a person in a position of authority — is treated as more serious than one arising from a genuine, unforeseeable accident. Placing a child in a position of risk by choice sits at the most serious end of this scale.

2.4 Roles and Responsibilities

2.4.1 Child Safeguarding Leads

Claire Seabrook — Wildlings Founder and CEO.

- Are overall responsible for child safeguarding matters at Wildlings.
- Are responsible for this policy and procedure, its implementation and monitoring its effectiveness.
- Share advice and guidance to staff on child safeguarding.
- Respond to reports of abuse or any concerns of staff.
- Are responsible for compliance with legal and other requirements.
- Report suspected child abuse to the authorities (Ministry of Social and Family Development).

2.4.2 All Staff (Employees)

- Work to ensure that children are safe and protected and thrive at Wildlings.
- Report any concerns to a Child Safeguarding Lead, verbally or by email at claire@wildlings.sg.
- Supervise contractors, volunteers and collaborators at all times.
- Report any hazards or other health and safety issues.
- Conduct themselves appropriately around children and young people.
- Report any accidents or incidents using the Accident and Incident reporting forms, submit an electronic copy to claire@wildlings.sg, and provide the child's parent with a copy along with an explanation of the accident or incident.

2.5 Supporting Procedures

This policy is supported by the following Wildlings procedures.

Procedure	Reference
Clothing	Clothing in the Outdoors
Sun Protection	Sun Protection Policy
Travel (excursions)	Travel Policy and Procedure (with Travel Permission Form)
Safety at Forest School	wildlings.sg/safety-at-forest-school (with Accident & Injury Reporting Form)
Toileting	Toileting Policy and Procedure
Communicable Diseases	wildlings.sg/communicable-diseases-policy
Haze	wildlings.sg/haze
Adverse Weather	wildlings.sg/adverse-weather-policy
Tools Policy and Procedure	wildlings.sg/tools-policy

Procedure	Reference
Fires Policy and Procedure	wildlings.sg/fires-policy
Photographs and Video	wildlings.sg/use-of-photographs-and-videos-policy
Tools Maintenance Procedure	Tools Policy and Procedure
Essential Gear (mobile sessions)	Essential Gear Checklist

Table: Supporting policies and procedures referenced by this policy.