The Sunflower Community Care Farm

Safeguarding Children Policy

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<th>Date approved</th>
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<td>Signed by Chair</td>
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The purpose of The Sunflower Community Care Farm's safeguarding policy is to provide a secure framework for all adults working or volunteering at the care farm in safeguarding and promoting the welfare of those children who attend our care farm.

The policy aims to ensure that:

- All our children are safe and protected from harm.
- Other elements of provision and policies are in place to enable children to feel safe and adopt safe practices;
- Staff, children, directors, visitors and volunteers are aware of the expected behaviours and the care farm's legal responsibilities in relation to its children.

**Ethos**

Safeguarding at The Sunflower Community Care Farm is considered everyone’s responsibility and as such our care farm aims to create the safest environment within which every child has the opportunity to achieve their outcomes.

The Sunflower Community Care Farm recognises the contribution it can make in ensuring that all children registered or who use our care farm, feel that they will be listened to and have appropriate action taken to any concerns they may raise. Children at our care farm will be able to talk freely to any member of staff or volunteers at our care farm if they are worried or concerned about something. All staff and volunteers will, either through training or induction, know how to recognise a disclosure from a child and will know how to manage this. We will not make promises to any child and we will not keep secrets. Every child will know what their chosen adult will have to do with whatever they have been told.

The care farm will endeavour to equip our children with the skills they need to stay safe.

**Responsibilities and expectations**

The Sunflower Community Care Farm has a Board of Directors whose legal responsibility it is to make sure that the care farm has an effective safeguarding policy and procedures in place and to monitor that the care farm complies with them. The Board of Directors should also ensure that the policy is made available to parents and carers by publishing this on our website or in writing if requested. It is also the responsibility of our Board of Directors to ensure that all staff and volunteers are properly vetted to make sure they are safe to work with the children who attend our care farm and that the care farm has procedures for appropriately managing allegations of abuse made against members of staff (including the Farm Manager and volunteer helpers). Our Board of Directors will ensure that there is a Designated Safeguarding Lead (DSL) who has lead responsibility for dealing with all safeguarding issues in our care farm.

The **Designated Safeguarding Lead** is: Tessa Amos 07850 953351 If they are not available then
The Corporate Director for Children and Adults, have identified dedicated staff to undertake the role of Local Authority Designated Officers (LADO). LADOs can be contacted via email on LADOCentral@suffolk.gcsx.gov.uk or by using the LADO central telephone number: 0300 123 2044 for allegations against all staff and volunteers.

It is the responsibility of the Designated Safeguarding Lead to ensure that all safeguarding issues raised in care farm are effectively responded to, recorded and referred to the appropriate agency. They are also responsible for arranging safeguarding training for all staff and volunteers who regularly and frequently work with children at our care farm and that this training takes place at least every three years.

All child protection (CP) concerns need to be acted on immediately. If care farm staff are concerned that a child may be at risk or is actually suffering abuse, they should report this to the Designated Safeguarding Lead immediately.

All adults, including the Designated Safeguarding Lead, have a duty to refer all known or suspected cases of abuse to children's social care or the police. Where a disclosure is made to a visiting staff member from a different agency, e.g. centrally contracted staff, it is the responsibility of that agency staff to formally report the referral to the Designated Safeguarding Lead on care farm site, in the first instance.

A referral should not be delayed in order to discuss with the care farm's Designated Safeguarding Lead, if it is felt/identified that a child is at immediate risk and the Designated Safeguarding Lead is unavailable. If you remain concerned for a child’s immediate welfare, refer to children’s social care via Customer First using the number 0808 800 4005 or call 999.

**Recognising concerns – signs and indicators of abuse**

**Abuse** is defined as a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults or another child or children.

The following indicators listed under the categories of abuse are not an exhaustive list.

**Physical abuse:** a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

**Emotional abuse:** the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child’s emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or ‘making fun’ of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child’s developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.
**Sexual abuse**: involves forcing or enticing a child or child to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

**Neglect**: the persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.

(Source Keeping Children Safe in Education July 2016)


**Procedures for staff and volunteers**

**What to do if you are concerned.**

If a child makes an allegation or disclosure of abuse against an adult or other children or child, it is important that you:

- Do stay calm and listen carefully.
- Do reassure them that they have done the right thing in telling you.
- Do not investigate or ask leading questions. (However, you may be asked to gather enough information to contribute to good decision-making and an assessment of risk).
- Do let them know that you will need to tell someone else.
- Do not promise to keep what they have told you a secret.
- Do inform your Designated Safeguarding Lead as soon as possible.
- Do make a written record of the allegation, disclosure or incident which you must sign, date and record your position.
- Do not include your opinion without stating it is your opinion.
- Do refer without delay.
Managing Allegations

We are aware of the possibility of allegations being made against members of staff or volunteers that are working or may come into contact with children whilst in our care farm. Allegations can be made by children or other concerned adults and are made for a variety of reasons.

If an allegation is made against an adult in a position of trust whether they be members of staff or volunteers this should be brought to the immediate attention of the Farm Manager.

If you are concerned that a member of staff or adult in a position of trust poses a risk of harm to a child or child or that they might already have harmed a child or children, you should report your concerns to the DSL or referrals can be made by calling the Customer First on 0808 800 4005 or 999 if someone is in immediate danger. You can also contact MASH (Multi Agency Safeguarding Hub) on 03456 061 499.

Allegations against a member of staff who is no longer works at the care farm should be referred to the police. Historical allegations of abuse should also be referred to the police.

More guidance on managing allegations can we found at the following links: Suffolk Safeguarding Children Board Protocol: Allegations Against Persons who Work with Children

Source: Keeping Children Safe in Education (July 2016:40–50) Part four.

Training

All members of staff and volunteers will have regular access to safeguarding training. We will also, as part of their induction, issue safeguarding update information on a regular basis, in relation to our safeguarding policy and any policies related to safeguarding and promoting our children’s welfare to all newly appointed staff and volunteers.

To book safeguarding training, please speak to the DSL who will help you to identify the most appropriate training

Useful Contacts:

Multi-agency Safeguarding Hub (MASH) Professional Helpline: 03456 061 499

Customer First (Professional Referral Line): 03456 066 167

Customer First: 0808 800 4005

Police (emergency): 999

Suffolk Police Cybercrime Unit: 101

Suffolk Local Safeguarding Children Board www.suffolkscb.org.uk

Current Safeguarding Issues

The following safeguarding concerns, actual or suspected, should be referred immediately to Children's’ Social Care. The concerns featured below are linked to guidance and local procedures which, where available, can be found on the Suffolk Local Safeguarding Children Board website at: www.suffolkscb.org.uk. Broad government guidance on the issues listed below can be accessed via the GOV.UK website.

- child sexual exploitation (CSE) – see also below
- bullying including cyberbullying
- domestic violence – see also below
- drugs
- fabricated or induced illness
- faith abuse – see also below
- female genital mutilation (FGM) – see also below
- forced marriage – see also below
- gangs and youth violence – see below
- gender-based violence/violence against women and girls (VAWG)
- mental health
- private fostering – see also below
- preventing radicalisation – see also below
- hate
- sexting – see below
- teenage relationship abuse
- trafficking – see below
- children missing from home or care
- children missing education – see below
- children and adult missing strategy
**Child Sexual Exploitation**

Children can be exploited by their associations and through gang activity. They may suffer exploitation through their use of modern technology such as the internet, mobile phones and social networking sites. In order to minimize the risks to our children at The Sunflower Community Care Farm we will ensure that there is no access to the internet at the care farm. We will ensure that staff are aware of how not to compromise their position of trust in or outside of the care farm.

**Domestic Violence and Abuse**

A new government definition of domestic violence (DV) has been developed and came into force in March 2013. It changed the definition to one of domestic violence and abuse (DVA). The new definition now includes 16 and 17 year olds, recognising that they are the largest group to experience domestic abuse and violence. It is now defined as:

*Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality. This can encompass, but is not limited to, the following types of abuse: psychological; physical; sexual; financial; emotional.*

Children may suffer both directly and indirectly if they live in households where there is domestic violence. Domestic abuse is likely to have a damaging effect on the health, development and welfare of children, and it will often be appropriate for such children to be regarded as Children in Need under the Children Act 1989.

Where there is evidence of domestic violence, we will report our concerns to the appropriate agency including children’s social care and the police in order to prevent the likelihood of any further abuse taking place.

**Online safety including sexting, cyberbullying and exploitation**

Mobile phone or electronic communications with a child at our care farm is not acceptable other than for approved care farm business e.g. mentoring. Where it is suspected that a child is at risk from internet abuse including sexting or cyber bullying we will report our concerns to the appropriate agency.

**Gangs and youth violence**

At The Sunflower Community Care Farm we will endeavour to protect our children from exposure to gang activity and exploitation by having robust attendance and behaviour policies and to act on relevant information or allegations. We will take all reports seriously and will share this information appropriately with other agencies to safeguard our children from harm.

The above list is not exhaustive and as new policy guidance and legislation develops within the remit of Safeguarding we will review and update our policy as appropriate and in line with the Local Safeguarding Children Board and Local Authority to ensure that The Sunflower Community Care Farm is a safe place to learn and work.
**Private Fostering**

Private fostering is an arrangement made between the parent and the private foster carer, who then becomes responsible for caring for the child in such a way as to safeguard and promote his/her welfare. A privately fostered child means a child under the age of 16 (18 if a disabled child) who is cared for and provided with accommodation by someone other than a:

- parent
- person who is not a parent but has parental responsibility
- close relative
- Local Authority for more than 28 days and where the care is intended to continue. It is a statutory duty for The Sunflower Community Care Farm to inform the Local Authority where we are made aware of a child or children who may be subject to private fostering arrangements.

**Trafficked Children**

Child trafficking involves moving children across or within national or international borders for the purposes of exploitation. Exploitation includes children being used for sex work, domestic work, restaurant/sweatshop, drug dealing, shoplifting and benefit fraud. Where The Sunflower Community Care Farm is made aware of a child who is suspected of or actually being trafficked/exploited we will report our concerns to the appropriate agency.

**Preventing Radicalisation and Extremism**

It is essential that our staff are able to identify children who may be vulnerable to radicalisation, and know what to do when they are identified. The Sunflower Community Care Farm sees protecting our children from the risk of radicalisation as part of our wider safeguarding duties, and that it is similar to protecting children from other risks (e.g. drugs, gangs, neglect, sexual exploitation), whether these come from within their family or are the product of outside influences. All staff will have access to a general Prevent awareness programme to be able to understand and identify any risks to children at risk of radicalisation and report their concerns to our Designated Safeguarding Lead and when it is appropriate to make a referral to the Channel panel. Channel is a panel which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism.

Some members of our communities hold beliefs that may be common within particular cultures but which are against the law of England. The Sunflower Community Care Farm does not condone practices that are illegal and which are harmful to children. Examples of particular practices are:

**Faith abuse**

Some faiths believe that spirits and demons can possess people (including children). What should never be considered is the use of any physical or psychological violence to get rid of the possessing spirit. This is abusive and will result in a criminal conviction of those using this form of abuse even if the intention is to help the child.
**Female Genital Mutilation**

This is against the law yet, for some communities, it is considered a religious act and cultural requirement. It is illegal for someone to arrange for a child to go abroad with the intention of having her circumcised. If any of the above areas of concern is brought to your attention, you should report those concerns to the appropriate agency in order to prevent this form of abuse taking place. This is now a mandatory duty, placed on all care farm staff, to report to the police, any suspected case of FGM where they discover that this act has been carried out on a child under the age of 18 years. You are not required to examine a child, even though it will be rare that visual evidence of FGM will be seen, but where there is a direct or indirect disclosure that the act of FGM has been carried out, the usual child protection procedure of the care farm should be followed.

**Forced Marriage**

The Sunflower Community Care Farm does not support the idea of forcing someone to marry without their consent and will follow LSCB procedures to refer any child and child immediately to Children’s social care.

**Honour Based Violence**

Honour Based Violence is a crime or incident, which has or may have been committed to protect or defend the honour of the family and/or community. It is important to be alert to signs of distress and indications such as self-harm, absence from care farm and truancy, infections resulting from female genital mutilation, isolation from peers, being monitored by family, not participating in care farm activities, unreasonable restrictions at home or forced marriage. Where it is suspected that a child/child is at risk from Honour Based Violence at The Sunflower Community Care Farm, we will report those concerns to the appropriate agency in order to prevent this form of abuse taking place.

**Peer on peer abuse**

Staff should recognise that children are capable of abusing their peers. Peer on peer abuse can manifest itself in many ways. Safeguarding issues raised in this way may include physical abuse, emotional abuse, sexual abuse and sexual exploitation. It is likely that to be considered a safeguarding allegation against a child, some of the following features will be found.

The allegation:
- is made against an older child and refers to their behaviour towards a younger child or a more vulnerable child
- is of a serious nature, possibly including a criminal offence
- raises risk factors for other children at the care farm
- indicates that other children may have been affected by this student
- indicates that children outside the care farm may be affected by this student.

**Risk factors against children could include:**

1. **Physical Abuse**
   - violence, particularly pre–planned
   - forcing others to use drugs or alcohol

2. **Emotional Abuse**
• blackmail or extortion
• threats and intimidation

3. Sexual Abuse
• indecent exposure, indecent touching or serious sexual assaults
• forcing others to watch pornography, sexting, revenge-porn

4. Child Sexual Exploitation
• encouraging other children to attend inappropriate parties
• photographing or videoing other children performing indecent acts

5. Gang and relationship abuse
In areas where gangs are prevalent, older children may attempt to recruit younger children using any or all of the above methods. Children suffering from sexual exploitation themselves may be forced to recruit other children under threat of violence.

When an allegation is made by a child against another child, members of staff should consider whether the complaint raises a safeguarding concern. If there is a safeguarding concern the Designated Safeguarding Lead (DSL) should be informed. A factual record should be made of the allegation, but no attempt at this stage should be made to investigate the circumstances. The DSL should contact children’s social care or to discuss the case. It is possible that children’s social care are already aware of safeguarding concerns around this child. The DSL will follow through the outcomes of the discussion and make a social services referral where appropriate. The DSL will make a record of the concern.

If the allegation indicates a potential criminal offence has taken place and the allegation is found to not be malicious rumour, the police should be contacted at the earliest opportunity and parents informed (of both the child being complained about and the alleged victim).

It may be appropriate to exclude the child being complained about for a period of time according to the care farm’s behaviour policy and procedures. The care farm should be informed that the child raises safeguarding concerns, for example, they are coming back into the care farm following a period in custody or they have experienced serious abuse themselves. These children will need an individual risk assessment plan to ensure that other children are kept safe and they themselves are not laid open to malicious allegations. The care farm, in these cases, also has a duty to protect the privacy rights of any children for whom the allegation is made against or to.

Where neither children’s social care nor the police accept the complaint, a thorough care farm investigation should take place into the matter using the care farm’s usual disciplinary procedures.

In situations where the care farm considers a safeguarding risk is present, a risk assessment should be prepared along with a preventative, supervision plan. The plan should be monitored and a date set for a follow-up evaluation with everyone concerned.

**Safer Staff – Safer recruitment and selection**

It is a requirement for all agencies to ensure that all staff recruited to work with children and children are properly selected and checked.

At The Sunflower Community Care Farm we will ensure our staff are appropriately qualified and have the relevant employment history, references and vetting checks to ensure that they are safe to work
with children in compliance with the Key Safeguarding Employment Standards, the disqualification by association and a prohibited order check for teaching staff.

There will be occasion when some form of physical contact is inevitable, for example if a child has an accident or is hurt or is in a situation of danger to themselves or others around them. However, at all times the agreed policy for physical intervention and safe restraint must be adhered to. If staff or volunteers are working with children alone they will, wherever possible, be visible to other members of staff. They will be expected to inform another member of staff of their whereabouts on the care farm, who they are with and for how long and what they are doing. All staff will have access to and be expected to know our care farm’s policy for physical intervention and safe restraint.

All adults that come into regular contact with children at our care farm, will be recorded on our Single Central Record.

**Safer Children – Records and monitoring**

If we are concerned about the welfare or safety of any child, we will record our concern on the agreed report form and give this to the Designated Safeguarding Lead. Blank copies of these forms are stored in a clearly marked file in Safeguarding Concerns or are available from the Designated Safeguarding Lead. Any information recorded will be kept securely in a locked filing cabinet. These files are the responsibility of the Designated Safeguarding Lead and information will only be shared within care farm on a need to know basis for the protection of the child.

Any safeguarding information will be kept in these files. Copies of referrals, invitations to child protection conferences or multi-agency discussions and meetings, core groups and reports will also be stored here.

Reports of a concern to the Designated Safeguarding Lead must be made in writing and signed and dated by the person with the concern.

For further advice on anything in relation to this policy speak to the Designated Safeguarding Lead or visit the LSCB website at [www.suffolkscb.org.uk](http://www.suffolkscb.org.uk).
# The Sunflower Community care farm recording form for safeguarding concerns

(Must be hand-written)

<table>
<thead>
<tr>
<th>Name of child who made the disclosure or that you are concerned about</th>
<th>Child’s date of birth</th>
<th>Your name (and position in care farm)</th>
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## Nature of Concern/Disclosure

(Remember to only record fact DO NOT add your own opinion)

<table>
<thead>
<tr>
<th>Was there an injury?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Did you see it?</td>
<td>Yes</td>
<td>No</td>
</tr>
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</table>

Describe the injury:

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<tr>
<th>Have you filled in a body plan to show where the injury is and its approximate size?</th>
<th>Yes</th>
<th>No</th>
</tr>
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<th>Was anyone else with you?</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>Who?</td>
<td></td>
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Where were you?

<table>
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<th>Has this happened before?</th>
<th>Yes</th>
<th>No</th>
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</table>

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<tr>
<th>Did you report the previous incident?</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>To Whom?</td>
<td></td>
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</table>

| Is the safeguarding concern enabled or dependant on the internet | Yes* | No |
|---------------------------------------------------------------------------------------------------------------|

*If yes, discuss this with your e-safety Lead, follow the e-safety reporting flow chart and ensure that this is recorded on the e-safety Lead’s log.

Who are you passing this information on to?  
- DSL  
- Police  
- Customer First

Please give details including their name and contact number:

<table>
<thead>
<tr>
<th>Name:</th>
<th>Time:</th>
<th>Date:</th>
</tr>
</thead>
</table>

Your Signature:  
Date:

Print Name:

For use by DSL only:  
Summary of Action Taken:

Referred to:  
Recorded on log  
Yes [ ] No [ ]
Log ref number:  
Date and time completed:  
Date and Time received:
Example body map: Age 5 and under

Example body map: Age 5 and over