



Safeguarding and Prevent Policy

Operational Owner	Designated Safeguarding Officer: Sue Lister
Trustee Owner	Lindsey Slater
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Related documents	Safer Recruitment Policy Disclosure of Malpractice in the Workplace (Whistleblowing) Policy Dealing with Safeguarding Reports procedure Anti-Bullying and Harassment policy Complaints Policy e-safety Policy Lone Working Policy Code of Conduct Privacy Notice

Approval History

Version	Reviewed by	Amendment History	Approved by	Date
1	Susan Aglionby/ Ruth Alcott			March 2018
2	Susan Aglionby/ Ruth Alcott	First redraft. Change to CIO		07/10/20
3	Jane Sullivan	Merged with adult SG policy. Updated with reference to related documents and personnel changes. Inclusion of Prevent. Inclusion of Code of Conduct	Management Committee	12/12/20

Purpose

The purpose of this policy is to protect people, particularly children, vulnerable adults and beneficiaries of assistance, from any harm that may be caused due to their encounters with Susan's Farm. This includes harm arising from:

- The conduct of staff or personnel associated with Susan's Farm.
- The design and implementation of Susan's Farm's programmes and activities.

The policy lays out the commitments made by Susan's Farm and informs staff and associated personnel of their responsibilities in relation to safeguarding.

This policy does not cover:

- Safeguarding concerns in the wider community not perpetrated by Susan's Farm or associated personnel.

Scope

- All staff contracted by Susan's Farm.
- All associated personnel whilst engaged with work or visits related to Susan's Farm, including but not limited to the following: trustees, consultants; volunteers; contractors; programme visitors including teaching staff, journalists, celebrities and politicians.

Policy Statement

In the UK, safeguarding means protecting peoples' health, wellbeing, and human rights, and enabling them to live free from harm, abuse, and neglect. In our sector, we understand it to mean protecting people, including children and vulnerable/at-risk adults, from harm that arises from meeting our staff or programmes.

Susan's Farm believes that everyone we encounter, regardless of age, gender identity, disability, sexual orientation or ethnic origin has the right to be protected from all forms of harm, abuse, neglect and exploitation. Susan's Farm will not tolerate abuse and exploitation by staff or associated personnel.

This policy will address the following areas of safeguarding: child safeguarding, adult safeguarding, and protection from sexual exploitation and abuse. These key areas of safeguarding may have different policies and procedures associated with them (see Associated Policies).

This policy has been developed in accordance with the Working Together to Safeguard Children Guidance (2018) the statutory guidance on inter-agency working to safeguard and promote the welfare of children: <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2> and Keeping Children Safe in Education (2020).

Prevent refers to the Counter Terrorism and Security Act 2015 which protects people from radicalisation and extremism in order to stop them from becoming terrorists or supporting terrorism. This includes countering terrorist ideology and challenging those who promote it, supporting individuals who are especially vulnerable to becoming radicalised, and working with sectors and institutions where the risk of radicalisation is assessed to be high.

The policy aims to:

- Promote and prioritise the safety and wellbeing of children and vulnerable adults.
- Provide assurance to parents, carers and other parties that Susan's Farm takes reasonable steps to manage risks and keep children and vulnerable adults safe.
- Ensure that everyone understands their roles and responsibilities in respect to Safeguarding and Prevent and is provided with the necessary information, training and support on Safeguarding and Prevent matters.
- Avoid the employment of individuals in work with children and/or vulnerable adults where they have been barred by the Disclosure and Barring Service (DBS) or are deemed by the charity to pose an unacceptable risk to vulnerable groups.

- Ensure that appropriate action is taken in the event of any allegations or suspicions regarding harm to children or vulnerable adults arising from contact with anyone employed by Susan's Farm and associates/contractors in relevant positions, regardless of where the harm has taken place.
- Ensure Susan's Farm has a culture of respect, free from bullying or harassment.
- Protect people from radicalisation and extremism.

The Nature of Work with Children, Young People and Vulnerable Adults at Susan's Farm CIC

Children, young people and vulnerable adults may attend Susan's Farm in a number of ways. The majority of children will attend on a short, group visit which will be supervised by members of staff from their organisation, for example a school or youth group visit.

Other children and young people will attend as a form of alternative educational provision or for work experience. This is likely to involve more one to one work with staff members.

Vulnerable adults attend as part of our Care Farming provision, working with staff members in small groups or one to one.

Susan's Farm is committed to addressing safeguarding throughout its work, through the three pillars of prevention, reporting and response.

Susan's Farm responsibilities

Susan's Farm will:

- Ensure all staff and associated personnel have access to, are familiar with, and know their responsibilities within this policy.
- Design and undertake all its programmes and activities in a way that protects people from any risk of harm that may arise from their encounters with Susan's Farm. This includes the way in which information about individuals in our programmes is gathered and communicated.
- Implement stringent safeguarding procedures when recruiting, managing and deploying staff and associated personnel including enhanced DBS checks with barring checks where appropriate (see Safer Recruitment Policy).
- Ensure staff and associated personnel (where appropriate) receive training on safeguarding at a level commensurate with their role in the organisation.
- Appoint a Designated Safeguarding Officer (DSO) and Trustee responsible for Safeguarding (with accredited training to Safeguarding Level 3, updated every 3 years), who are supported by a deputy DSO trained to at least level 2 in safeguarding.
- Ensure all staff and associated personnel are aware of and agree to follow the Code of Conduct Standards (Appendix A).
- Follow up on reports of safeguarding concerns promptly and according to the Dealing with Safeguarding Reports Procedure.
- Create a culture whereby staff feel safe to report concerns or complaints through formal whistleblowing channels and will be protected by Susan's Farm's Disclosure of Malpractice in the Workplace (Whistleblowing) Policy.
- Offer support to survivors of harm caused by staff or associated personnel, regardless of whether a formal internal response is carried out (such as an internal investigation). Decisions regarding support will be led by the survivor.
- Apply appropriate disciplinary measures to staff found in breach of policy.

Staff responsibilities

Child safeguarding

Susan's Farm staff and associated personnel must not:

- Engage in sexual activity with anyone under the age of 18.
- Sexually abuse or exploit children.
- Subject a child to physical, emotional or psychological abuse, or neglect.
- Engage in any commercially exploitative activities with children including child labour or trafficking.

Adult safeguarding

Susan's Farm staff and associated personnel must not:

- Sexually abuse or exploit vulnerable adults.
- Subject a vulnerable adult to physical, emotional or psychological abuse, or neglect.

Protection from sexual exploitation and abuse

Susan's Farm staff and associated personnel must not:

- Exchange money, employment, goods or services for sexual activity. This includes any exchange of assistance that is due to beneficiaries.
- Engage in any sexual relationships with beneficiaries of assistance, since they are based on inherently unequal power dynamics.

Additionally, Susan's Farm staff and associated personnel are obliged to:

- Contribute to creating and maintaining an environment that prevents safeguarding violations and promotes the implementation of the Safeguarding Policy.
- Report any concerns or suspicions regarding safeguarding violations by a Susan's Farm staff member or associated personnel to the appropriate line manager or Trustee as appropriate.

Physical Contact and One to One Work

The nature of work on Susan's Farm CIO may mean some physical contact with children is unavoidable, for example in helping children change footwear or climb a stile, or in steering children away from dangers, for example the edge of a pond. Susan's Farm staff members must ensure that contact is transparent and is always done in an area which is open and where there are other people around. If staff members find themselves unintentionally alone with a child, they should move to a public area as soon as possible.

Our work with teenagers means staff members may find themselves working on a one-to-one basis with students. Susan's Farm recognises that these sessions are often part of our farm work and an important opportunity for students to learn. All lone working should be done in accordance with the Lone Working Policy. However, staff members should understand that

this places them in a position of significant trust and responsibility and ensure that their behaviour in these situations is beyond reproach. If a situation arises that has made staff feel uncomfortable or compromised, this should be reported to the Designated Safeguarding Lead as soon as possible and a record made.

How to report a safeguarding concern

Staff members who have a complaint or concern relating to safeguarding should report it immediately to their Designated Safeguarding Officer (Sue Lister) who will follow the Dealing with Safeguarding Reports procedure.

All staff must be aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. If staff have a mental health concern about a child that is also a safeguarding concern, immediate action should be taken, speaking to the designated safeguarding lead or a deputy. This must be done in partnership with the referral agency.

See Appendix B for types of abuse

Confidentiality

It is essential that confidentiality is maintained at all stages of the process when dealing with safeguarding concerns. Information relating to the concern and subsequent case management should be shared on a need-to-know basis only and should be kept secure at all times in accordance with Susan's Farm Privacy Policy.

Roles and Responsibilities

- The Designated Safeguarding Officer is responsible for writing and implementing this policy.
- Safeguarding incidents are reported to the Management Committee and the Board of Trustees.
- Minor and major changes to the policy will be reviewed by the Management Committee and agreed and approved.
- A policy review will take place every two years or in line with relevant changes to legislation and/or local guidance.

Equality

- Consideration is given to the protected characteristics of all people groups identified in the Equality Act 2010. The protected characteristics are gender, age, race, disability, sexual orientation, religion/belief, pregnancy and maternity, and marriage/civil partnership.
- Any activity that results in discriminatory practice will be challenged. Where children face additional barriers staff at Susan's Farm will work hard to find alternative ways of addressing this.
- This policy and all other associated policies and documents take this into account.

Appendix A

Code of Conduct Standards (to be printed and signed)

Whilst working (or on behalf of) at Susan's Farm I will:

Uphold the integrity and reputation of Susan's Farm by ensuring that my professional and personal conduct is consistent with Susan's Farm's values and standards

- I will treat all people fairly with respect and dignity
- When working in an international context or travelling internationally on behalf of Susan's Farm, I will be observant of all local laws and be sensitive to local customs
- I will seek to ensure that my conduct does not bring Susan's Farm into disrepute and does not impact on or undermine my ability to undertake the role for which I am employed
- I will not work under the influence of alcohol or use, or be in possession of, illegal substances on Susan's Farm premises or accommodation

Not engage in abusive or exploitative conduct

- I will not engage in sexual activity with children (persons under the age of 18). Mistaken belief in the age of a child is not a defence
- I will not exchange of money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour, is prohibited. This includes any exchange of assistance that is due to beneficiaries of assistance
- I will not engage in sexual relationships with beneficiaries of assistance, since they are based on inherently unequal power dynamics
- I will not engage in any commercially exploitative activities with children or vulnerable adults including child labour or trafficking
- I will not physically assault a child or vulnerable adult
- I will not emotionally or psychologically abuse a child or vulnerable adult

Ensure the safety, health and welfare of all Susan's Farm staff members and associated personnel (volunteers, partners, suppliers and contractors)

- I will adhere to all legal and organisational health and safety requirements in force at my location of work
- I will comply with any local security guidelines and be pro-active in informing management of any necessary changes to such guidelines
- I will behave in a manner such as to avoid any unnecessary risk to the safety, health and welfare of myself and others, including partner organisations and communities with whom we work

Be responsible for the use of information, assets and resources to which I have access by reason of my employment with Susan's Farm

- I will ensure that I use Susan's Farm assets and resources entrusted to me in a responsible manner and will account for all money and property
- I will not use Susan's Farm IT equipment, software or e-mail and social media platforms to engage in activity that is illegal under local or international law or that encourages conduct that would constitute a criminal offence. This includes any material that intimidates or harasses any group based on protected characteristics, or encourages extremism

- I will not use Susan's Farm IT equipment to view, download, create, distribute or save in any format inappropriate or abusive material including but not limited to pornography or depictions of child abuse

Perform my duties and conduct my private life in a manner that avoids conflicts of interest

- I will declare any financial, personal or family (or close intimate relationship) interest in matters of official business which may impact on the work of Susan's Farm
- I will seek permission before agreeing to being nominated as a prospective candidate or another official role for any political party
- I will not accept significant gifts or any remuneration from governments, communities with whom we work, donors, suppliers and other persons which have been offered to me as a result of my employment with Susan's Farm

Uphold confidentiality

- I will exercise due care in all matters of official business, and not divulge any confidential information relating to colleagues, work-related matters or any sensitive information unless legally required to do so

Complaints and reports

Susan's Farm staff are obligated to bring to the attention of the relevant manager any potential incident, abuse or concern that they witness, are made aware of, or suspect which appears to breach the Standards contained in this Code. Susan's Farm staff reporting concerns are protected by the Disclosure of Malpractice in the Workplace policy.

Staff members who have a complaint or concern relating to breach of the Code should report it immediately to their line manager. If the staff member does not feel comfortable reporting to their line manager (for example if they feel that the report will not be taken seriously, or if that person is implicated in the concern) they may report to any other appropriate staff member.

Staff members receiving reports or concerns are obliged to action or refer the report immediately as per the Susan's Farm Complaints Policy and Procedures.

In accepting my appointment, I undertake to discharge my duties and to regulate my conduct in accordance with the requirements of this Code

Name:

Signature:

Date:

Appendix B

Appendix A – Types of Abuse

The categories of abuse below are produced from external guidelines. A person may abuse or neglect a child/vulnerable adult by inflicting harm, or by failing to act to prevent harm. There are eight main forms of abuse, although there are variations within these:

- **Physical Abuse**

Deliberate physical harm to children and vulnerable adults or any other form of harm which causes illness in a child or vulnerable person.

- **Sexual Abuse**

Forcing or manipulating a child or vulnerable adult to take part in sexual activities.

- **Neglect**

This involves the persistent failure to meet a child's or vulnerable adult's basic physical and/or psychological need, likely to result in the serious impairment of the child' or vulnerable adult's health or development.

- **Emotional Abuse**

This involves the persistent emotional maltreatment of a child or vulnerable adult such as to cause severe and persistent adverse effects on the child's or vulnerable adult's emotional wellbeing and/or development.

- **Psychological Abuse**

This is a form of abuse, characterised by a person subjecting or exposing another person to behaviour that may result in psychological trauma, including anxiety, chronic depression, or post-traumatic stress disorder.

- **Domestic Abuse**

Domestic violence (also named domestic abuse or family violence) is violence or other abuse by one person against another in a domestic setting, such as in marriage or cohabitation.

- **Discriminatory Abuse**

This includes abuse that is racist, sexist, homophobic or is based on age or disability, or any forms of harassment.

- **Financial Abuse**

This is when an unauthorized use of a person's property, money, pension book or other valuables (including changing the person's will to name the abuser as heir), often fraudulently obtaining power of attorney, followed by deprivation of money or other property, or by eviction from own home.