



Out to Help

Safeguarding Vulnerable Children Policy

Introduction

OUT TO HELP (the Company) is a company run for the following purpose:

The main goal of Out to Help at Higher Farm is to provide opportunities for the students who are failing in the traditional mainstream classroom setting to obtain career opportunities, academic credit and work experience. One of the centres goals is to help young people overcome barriers t learning and success. It is increasingly important to help young people discover and recognise their strengths so that they are able to build their self-esteem and confidence in order to learn.

The company is based at:

Higher Farm
Byley Lane
Byley
CW10 9LN

The Company has adopted this safeguarding vulnerable children policy and expects every adult working or helping at Higher Farm to support it and comply with it. Consequently this policy shall apply to all staff, managers, trustees, directors, volunteers, students or anyone working on behalf of the company.

Purpose of the Policy

This policy is intended to protect children who receive any service from us, including those who are the children of adults who may receive services from us. Under this policy, the term children shall mean any person who is under eighteen years of age.



The company believes that no child or young person should experience abuse or harm and is committed to the protection of children and young people. This policy is intended to provide guidance and overarching principles to those who represent us as volunteer or staff, to guide our approach to child protection and safeguarding.

Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as:

- protecting children from maltreatment
- preventing the impairment of children's mental and physical health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care.
- taking action to enable all children to have the best outcomes.

The Risk to Children

Children can be vulnerable to different forms of abuse and harm. It is important to recognise that abuse and harm of children can cover a wide range of circumstances and behaviours. For example, children can be at risk of:

- Physical or emotional abuse
- Neglect
- Sexual abuse
- Female genital mutilation
- Grooming and exploitation
- Trafficking and modern slavery
- Exposure to or infliction of domestic abuse
- Bullying and cyber bullying
- Exposure to other inappropriate content or behaviour, such as violence or criminal behaviour
- Self-harm
- Physical harm when engaging with activities without adequate supervision

The casual factors of any such harm and / or abuse can also be wide-ranging. For example, children can be placed at risk by family members or by members of the community.

Safeguarding Principles

Safeguarding children from harm and abuse is an essential responsibility for our Company. We are committed to ensuring that any child who comes into contact with our services is properly safeguarded. Every person under this policy must ensure that they plan an active role in ensuring that children are properly safeguarded.

Every person under this policy holds responsibility for:

- Remaining alert and aware of possible safeguarding risks to children
- Guarding children against harmful environments with appropriate actions (for example, adequate supervision or ensuring safe environments)
- Taking positive steps to maintain the safety and wellbeing of children engaging with us as a Company
- Reporting concerns expeditiously and appropriately, in line with the child protection procedures
- Understanding the duty to report specific concerns (and understanding how this interplays with confidentiality)
- Challenging any inappropriate or harmful behaviour of any other adult and reporting this accordingly
- Acting appropriately in the presence of children
- Not taking any inappropriate risks



- Not smoking, drinking or taking any form of illicit substance in the presence of children

Safeguarding Officer:

Any questions, report or concern in relation to the safeguarding of children should be shared with our Designated Safeguarding Lead:

Laura Clarke

Laura@outtohelp.co.uk

07789823115

Confidentiality and Data Protection

All personal information we may process relating to children, shall be processed and stored in accordance with our data protection privacy policy which can be located in the managers office of Out to Help.

Responding to a Safeguarding Concern

Where a child is at immediate risk of serious harm, any adult present should call 999. Thereafter, the Safeguarding Officer should be contacted as is reasonably practicable. Where there is a safeguarding concern but no immediate risk of serious harm, the adult who had heard or witnessed this concern should consult with the Safeguarding Officer as soon as practicable and by no later than the end of the same day.

Where any child makes a disclosure relating to harm or abuse to an adult, it is important for that adult to:

- Listen calmly and carefully, showing that their views are taken seriously
- Provide an appropriate and honest level of reassurance
- Avoid interrogating children and asking probing, intrusive and/or leading questions
- Avoid making false promises regarding secrets and confidentiality with the child (because any concern of abuse/harm must be shared with the Safeguarding Officer and any subsequent safeguarding referral)
- Make a confidential written record of the discussion with during the discussion or immediately afterwards. The record should include the key details of the disclosure together with any relevant times, dates, places and people concerned. Audio and video recordings of children making disclosures should be avoided.
- Refer all relevant information to the safeguarding officer as soon as practicable afterwards, and by no later than the end of the day

Upon receipt of any safeguarding concerns, the safeguarding officer shall consult with any other relevant persons and will make any appropriate referrals to the relevant authorities, such as the applicable local authority children's services departments. If it is deemed necessary to hold a safeguarding meeting, a 'Running Record of Safeguarding Meeting' must be filled out. Whenever a safeguarding concern is raised for the first time, a the child must be added to the safeguarding file.

Reporting Concerns about Other Adults

Where any person has a concern regarding the conduct of an adult connected to the company, which poses or may pose a safeguarding risk to the children such as:

- Harming a child either physically or emotionally
- Exposing a child to behaviour which may cause physical or emotional harm
- Engaging in criminal activity concerning a child

This must be raised in the first instance with the safeguarding officer (or where this is not appropriate, a different senior member of the organisation) so that the next appropriate steps may be agreed and actioned. We recognise that there could be a circumstance where a person may need to report a matter that has taken place in a setting outside of the person's engagement within the company.

Usually, any appropriate steps following a safeguarding referral in respect of an individual connected to the company will include either:

- Further initial enquiries
- Escalation to the applicable local authority children's services department for assessment and/or the police for investigation
- Instigation of any appropriate disciplinary, formal investigation processes and suspension of any person concerned within the company
- A referral to the disclosure and barring service, or any other relevant regulatory bodies

Any person within the company who has allegations made against them shall be informed properly in a formal meeting of the particulars of the allegations and the relevant next steps which shall be taken. Such a meeting should ordinarily be held by the safeguarding officer. On certain occasions, such a meeting may not be convened until this has been approved by any authorities involved (such as the police or the relevant local authority).

Any person from within the company who has allegations made against them shall be treated fairly, all enquiries, investigations and decisions taken shall be just and fair, with the safety of any child concerned at the heart of the process.

Any person from within the company who makes an allegation against another person from within the company shall be listened to, taken seriously and shall be treated fairly and justly throughout the process of enquiries, investigations and decision making.



Disclosure and Barring Service (DBS) Checks and Reporting

DBS checks under the appropriate legislation should be undertaken wherever required. The groups of people we will usually undertake DBS checks in relation to are:

- All Employees
- Volunteers

Wherever we deem it is necessary and appropriate to remove any individual from a position of work in a activity which is regulated under the relevant legislation, we shall also be obliged to make a referral to the disclosure and barring service.

Safeguarding children at Higher Farm

Responsibilities and Planning

Although the safeguarding officer will hold ultimate responsibility for overseeing the safety of children present at the company, all individuals / staff under this policy must also play an active role in ensuring the safety of children at all times. All staff in Out To Help must complete a Level 2 training course on safeguarding.

Where a certain type of events, activity or trip is taking place, we may issue an additional code of conduct, policy, or some specific other requirements which is specific to that occasion. Any such additional documentation will be made available to all those concerned (staff members, parents, guardians, ect) in advance. They should be read carefully and adhered to.

Appropriate background checking shall be undertaken wherever we are legally required to do so in respect of adults who are engaged by us (see the relevant section above).

Venues

We are typically based at:

Higher Farm
Byley Lane
Byley
CW10 9LN

We have carried out a health and safety risk assessment in relation to the premises, in reference to its safety and suitability for children. Where any events, activities or trips are to take place at other locations we shall also carry out a further risk assessment.

The fire safety procedure in relation to the premises can be found in the following locations:



- Riding school Office
- Headteachers Office

First Aid

We have the following first aid procedure within the company:

Found in the Riding school office

Any accident or injury concerning a child should be brought to the attention of the nearest first aider and should therefore be formally reported to the safeguarding officer.

Consent Forms

We shall always obtain written consent from parent or guardian in the following circumstances:

For trips off site such as going to Bidlea Dairy for an ice cream as a reward.

Consent will be obtained via: email

All consent forms will be kept secure and shall be stored in accordance with our data protection privacy policy.

Supervision

For most activities and events, our procedure for supervision of children is as follows:

There will be one adult for every 3 young people

Managing behaviour of children generally

Whenever any adult engaged by us is faced with a challenging to inappropriate behaviour from a child or with conflict between children, they must:

- Treat each child fairly and equally
- Approach the situation in a calm and neutral manner
- Only ever use physical restraint / intervention in order to protect the immediate safety of a person, for example to prevent an injury or harm either to the child or others.
- Wherever it is justified to physically restrain a child or to physically intervene the amount of force used should be kept to the absolute minimum taking into account the risk posed.
- Make a written record of the incident and ensure this is reported appropriately to the safeguarding officer.

Further details regarding our procedures for managing behaviour can be located in our behaviour policy upon request.

Managing Risks Posed by other children

It is important for all adults engaged by us to recognise that children can face harm from other peers. This can commonly take the form of bullying. Bullying can be defined as anyh behaviour which is:

- Repeated; and
- Has the intention of hurting somebody either physically or emotionally

Bullying can sometimes be motivated by prejudices based on certain groups, for example gender, race, religion or sexual orientation. Bullying can often include:

- Physical harm perpetrated again another child
- Name calling threats
- Cyberbullying (threats and abusive comments made via technology)

Any instance of bullying or concern relating to possible bullying between children at any event or activities arrange by us will usually be dealt with by us in the first instance as follows:

All children and any relevant staff shall be spoken to individually to ascertain the facts. Where appropriate, young people will receive a first warning and relevant support / education.

Where any behaviour amounting to bullying continues following this the relevant young person shall be banned from the premisses.

All steps in relation to the prevention or management of bullying should be taken in consultation with the safeguarding officer.

Photography

Our photography

On some occasions, we may take photographs featuring children, we recognise that photography of children carries risks, such as:

- The potential for images to be reused, shared or adapted in a damaging or inappropriate manner.
- The general risk of sharing images and the impact this could have on children's public image as they grow older.

In view of these risks, we will:

- Always ask for written permission from a child with their parent/guardian before taking and sharing any image of them
- Always ensure that a child and their parent. Guardia are properly informed how an image will eb used and shared.



- Always ensure that a child's identity is protected as far as is possible within any published material
- Ask that parents, guardians, children and any other person connected to them who may wish to share any of our published images which features other children to refrain from doing so unless they have the permission of the other children and their parent / guardian
- Always store photos in accordance with our data protection policy

Members of the Public

We ask that any members of the public attending our premises, events or activities do not take photographs.

Other Policies

We have referred within this document to the following other important policies which should be read in conjunction with this policy:

- Our data protection policy
- Our first aid policy
- Our behaviour policy
- Our health and safety policy

For further information, please see ['Keeping children safe in education 2022'](#)