SMILES SENSORY & FAMILY FARM LIMITED

SAFEGUARDING CHILDREN & VULNERABLE PEOPLE POLICY AND PROCEDURE

Created by: Paris Howard-Hall, Farm Manager 11/03/24
Updated by: Paris Howard-Hall 02/04/26

SAFEGUARDING POLICY

- This safeguarding policy has been developed in accordance with requirements of primary legislation and guidance, a summary of which is available form nspcc.org.uk/learning.

- Smiles Sensory & Family Farm ("Smiles") believes that people under the age of 18 years and vulnerable adults must be protected from harm at all times and their welfare is paramount.

- A child is anyone under the age of 18 years.

- We want to create a safe and inclusive environment. This policy aims to ensure that all the children and vulnerable adults that visit us and that we have contact with feel able to tell us if they are suffering or likely to suffer harm.

- Parents and guardians who come and visit us should feel supported to care for their children and vulnerable adults in a way that promotes their health and well-being and keeps them safe.

- This safeguarding policy will achieve this by having effective procedures.

- If we suspect or discover a child or vulnerable adult is suffering harm we will notify the Multi Agency Safeguarding Hub (MASH) or the Police as appropriate.

- This Policy and our procedures apply to volunteers and users of Smiles and to anyone carrying out any work for us or using our premises.

- This policy and associated procedures will be reviewed annually.

CHILD SAFEGUARDING PROCEDURE FOR SMILES SENSORY AND FAMILY FARM

1. Smiles has Designated Safeguarding Leads (DSL) who are responsible for dealing with any concerns around the protection of children or vulnerable adults. The Smiles DSLs are:

a. Farm Manager – Parish Howard-Hall (Designated Safeguarding Lead) and;

b. Trustee – Cez Scott (Deputy Safeguarding Lead)

For further details of their roles see Appendix A.

2. All volunteers will be carefully selected and those volunteers who have contact with children and vulnerable adults are vetted through a DBS check to try and ensure they do not pose a risk.

3. All volunteers are given access to this policy and procedure. All volunteers in roles that come into contact with children and vulnerable adults will be given basic training in accordance with this policy and procedure to ensure that they know what to do if they have concerns about a child or vulnerable adult.

4. We will endeavor to make Smiles Sensory & Family Farm a safe and caring place for children and vulnerable adults by having a code of conduct for volunteers. The code of conduct will be given to all volunteers. Volunteers working with children and vulnerable adults will be required to sign a copy to comply with it.

See Appendix B: Code of Conduct for volunteers

5. All volunteers working with children will be expected to comply with the Code of Conduct by signing this form

See Appendix C: Declaration for Volunteers

6. Information on the Safeguarding Policy will be sent out to the parents or guardians of all children and vulnerable young adults with the parent/guardian consent form. The Safeguarding policy will be displayed on the Smiles website The Smiles Safeguarding policy will also be available at the farm in the feed hut.

See Appendix D

7. Information for volunteers on types of abuse, and how to identify their signs (including physical, emotional, neglect and sexual abuse)

See Appendix E

8. Key information and procedures about how to handle disclosures of abuse that may be made by a child

See Appendix F

9. Guidance if you are worried a child or vulnerable adult is being abused

See Appendix G

10. Procedures to follow for the management of allegations against volunteers

See Appendix H

11. Information about what to do if you are concerned about a volunteer's conduct and behaviour with regard to child safeguarding (whistle blowing).

See Appendix I

12. Safeguarding concern log sheet for all concerns regarding child and vulnerable adult safeguarding. The form is used for record keeping and sharing with external agencies where appropriate.

See Appendix J

13. A list of useful resources and additional information, including links to anti-bullying and child protection agencies.

See Appendix K

APPENDIX A

DESIGNATED SAFEGUARDING LEADS

1. This organisation has dedicated people to take responsibility for safeguarding matters.

2. These people are the Designated Safeguarding Lead (Paris) and the Deputy Designated Safeguarding Lead (Cez).

3. Because of their roles in keeping children and vulnerable adults safe, enhanced level DBS checks.

The Designated Safeguarding Leads' role is to:

- Ensure the organisations' Safeguarding Policy and procedures are followed and kept up to date.
- Ensure they have contact information for the local police and MASH in order to deal with any safeguarding concerns, both during and out of office hours.
- Report any concerns to the police (N.B. Urgent concerns should be reported immediately by those aware of them even if the designated person is not available).
- Act as a source of advice on all safeguarding matters and seek further advice and guidance from local statutory agencies as required.
- Ensure Smiles follows safe selection practice for volunteers including the training of those who work with children and vulnerable adults.
- Attend external safeguarding training every two years.
- Ensure that a record is kept of any concerns and of any conversations or referrals made to statutory agencies.

CHILDREN AND VULNERABLE ADULTS SAFEGUARDING CONTACT DETAILS:

Designated Safeguarding Lead: Paris Howard-Hall, Farm Manager. Smilessensoryfamilyfarm@gmail.com.
Mobile: 07775 701249

Deputy Designated Safeguarding Lead: Cez Scott – Trustee. smilessensoryfamilyfarm@gmail.com.
Mobile: 07966 212238

East Sussex MASH – 01273 290400 (office hours) 01273 335905 (out of hours and ask for Emergency Duty Officer)

Police – 999

NSPCC Child Protection Helpline – 0808 8005000

APPENDIX B

CODE OF CONDUCT FOR SUPPORT VOLUNTEERS

This code of conduct is in place to protect children under 18 years and vulnerable people ("VP's") at Smiles.

Support volunteers will:

Read the Smile's Safeguarding Policy and Procedures in order to:

- feel confident recognising when a VP may be suffering or is likely to suffer harm, recognising that abuse can be physical, sexual, psychological and neglect.
- understand how to recognise symptoms of abuse.
- understand how to handle disclosures of abuse and how to report any concerns.
- listen to what VP's have to tell us.
- not to discriminate favourably or unfavourably towards any VP (ensuring that we are not perceived to have favourites).
- take every opportunity to raise the self-esteem of VP.
- talk to VP's about their right to be kept safe from harm.
- challenge inappropriate behaviour of any VP, remembering to challenge what they did, not who they are.
- value and respect VP as individuals.
- seek advice and support from our Designated Safeguarding leads as often as is necessary.
- strive to be excellent leaders and to model appropriate adult conduct.
- ensure we have agreed roles, responsibilities and standards of behaviour with volunteers and agree to:
    - the behaviour we expect from a VP; and
    - the behaviour we expect from each other to enforce behavioural standards consistently.
- support and watch out for other volunteers we are working with to ensure they are not being drawn into situations that could be misinterpreted by others or by the VP – remember how volunteers view each other's practice indicates how outsiders will view it.
- follow confidentiality guidelines and offer a confidential service by:
- not distributing identifiable information about children to external agencies (making any data we pass on anonymised).
- not naming VP's on social media posts but using collective terms instead (e.g. "Clients").
- keeping any information about VP's confidential unless doing so would expose them or others to harm.
- not discussing information or issues regarding a child or vulnerable adult with anyone outside of Smiles, except the VP's parents or legal guardians and other professionals involved in their care (as appropriate).

To keep VP's safe, volunteers will never:

- use any kind of physical punishment or chastisement such as smacking or hitting in front of any VP.
- use racist, sexist, homophobic or other discriminatory or offensive language.
- swear in front of a VP.
- use unprescribed drugs or be under the influence of alcohol.
- behave in a way that frightens or demeans a VP.

- develop sexual relationships with a VP, including sexualised language, flirting etc. This is an abuse of trust and could result in the loss of the right to work with children or vulnerable adults in the future. Any such instances will be reported to the police.
- give gifts or money to VP.
- accept gifts from VP, other than small tokens for appropriate occasions, which we will make sure are transparent in their receiving.
- rely upon good nature to protect us or believe "it could never happen to me".

Volunteers will continue to keep children and vulnerable people safe outside of work by:

- never taking a VP on a car journey.
- never inviting or admitting VP's to our homes or those of our friends/family.
- not engaging in social relationships or activities with the VP's,
- never giving VP's our personal number/s, email addresses, social media handles or home
- addresses'
- In the event of a disclosure of abuse, staff and volunteers will:
    - follow the procedures set out in APPENDIX G.
    - follow the procedure set out in APPENDIX J (if concerning allegations of abuse from volunteers).
    - stay calm and reassure the VP that they were right to talk.
    - make it clear that they are not to blame.
    - allow the VP to use their own words and go at their own pace without asking leading questions.
    - follow the TED format (Tell, Explain, Describe) when taking to the VP.
    - elicit enough information to know what to do next but no more than this.
    - inform the Designated Safeguarding Lead at the earliest opportunity, they will:
        - make a full, accurate record with you of what the VP disclosed.
- In the event of a disclosure of abuse, volunteers will not:
    - promise to keep secrets (but instead say: 'I'm concerned about what you've told me today and I will have to talk to somebody else about what we can do next').
    - ask in detail about the abuse – this is for the appropriate agencies (Police & MASH).
    - put pressure on the VP to talk.
    - attempt to offer physical reassurance, such as a hug.

Smiles E-safety guidance for volunteers states:

- will obtain parental or legal guardian consent prior to the recording, storage and sharing of photographs, videos and audio of VP's we work with.
- won't accept or send requests from VP's on any social networking sites.
- won't use a personal device to record or transfer pictures of VP's'.
- won't communicate directly with VP's by phone, social media or email.

APPENDIX C

DECLARATION FOR VOLUNTEERS

I agree to abide by Smiles' Safeguarding Policy and Code of Conduct

Name:

Signature:

Date:

APPENDIX D

SAFEGUARDING AT Smiles Sensory & Family Farm

Information for clients

We want Smiles Sensory & Family Farm to be a safe place for everyone. We have a Safeguarding Policy and Procedures. A brief summary of these documents is listed below:

We aim to keep everyone safe by:

- Having designated Safeguarding Leads who can be contacted with concerns (see below).
- Checking and vetting all volunteers appropriately.
- Collecting consent forms for all relevant activities.
- Having a code of conduct for volunteers and ensuring they know what is expected of them and what to do if they have concerns.
- Following National and Local Safeguarding Procedures.
- Reporting serious concerns to MASH (Multi Agency Safeguarding Hub) or the Police

Help us keep children and vulnerable adults safe by:

- Heeding signage, following instructions from volunteers and treating people and site buildings with respect.
- Supervising children at all times.
- Reporting concerns about children/vulnerable adults to the Designated Safeguarding Lead/s promptly:

Designated Safeguarding Lead: Paris Howard-Hall, Farm Manager. Smilessensoryfamilyfarm@gmail.com.
Mobile: 07775 701249

Deputy Designated Safeguarding Lead: Cez Scott – Trustee. smilessensoryfamilyfarm@gmail.com.
Mobile: 07966 212238

East Sussex MASH – 01273 290400 (office hours) 01273 335905 (out of hours and ask for Emergency Duty Officer)

Police – 999

NSPCC Child Protection Helpline – 0808 8005000

APPENDIX E

IDENTIFYING SIGNS OF ABUSE

There are four main categories of abuse and neglect:

1. physical
2. emotional
3. sexual
4. neglect

It is good practice to be aware of warning indicators of abuse, which you should be alert to in your work with VP's:

Physical abuse

Physical abuse is deliberately physically hurting a VP. It might take a variety of different forms, including hitting, pinching, shaking, throwing, poisoning, burning or scalding, drowning or suffocating a child.

Physical abuse can happen in any family, but VP's may be more at risk if their parents/guardians have problems with drugs, alcohol and mental health or if they live in a home where domestic abuse happens. VP's also have a higher risk of suffering physical abuse.

Physical harm may also be caused when a parent, guardian or carer fabricates the symptoms of, or deliberately induces, illness in a child. Physical abuse can also occur outside of the family environment.

Some of the following signs may be indicators of physical abuse:

- VP's with frequent injuries;
- VP's with unexplained or unusual fractures or broken bones; and
- VP's with unexplained: bruises or cuts; burns or scalds; or bite marks.

Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a VP. It is also sometimes called psychological abuse and it can have severe and persistent adverse effects on a VP's emotional development.

Although the effects of emotional abuse might take a long time to be recognisable, practitioners will be in a position to observe it, for example, in the way that a parent, guardian or carer interacts with their VP. Emotional abuse may involve deliberately telling a child that they are worthless, or unloved and inadequate. It may include not giving a VP opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate.

Emotional abuse may involve serious bullying – including online bullying through social networks, online games or mobile phones – by a VP's peers.

Some of the following signs may be indicators of emotional abuse:

- VP's who are excessively withdrawn, fearful, or anxious about doing something wrong;

- Parents , guardians or carers who withdraw their attention from their VP, giving the VP the 'cold shoulder';
- Parents, guardians or carers blaming their problems on their VP; and
- Parents, guardians or carers who humiliate their VP, for example, by name-calling or making negative comparisons.

Sexual abuse and exploitation

Sexual abuse is any sexual activity with a VP. You should be aware that many VP's who are victims of sexual abuse do not recognise themselves as such. A VP may not understand what is happening and may not even understand that it is wrong. Sexual abuse can have a long-term impact on mental health.

Sexual abuse 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 clothing. It may include non-contact activities, such as involving VP's in the production of sexual images, forcing VP's to look at sexual images or watch sexual activities, encouraging VP's to behave in sexually inappropriate ways or grooming a VP in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can commit acts of sexual abuse, as can children.

Some of the following signs may be indicators of sexual abuse:

- VP's who display knowledge or interest in sexual acts inappropriate to their age;
- VP's who use sexual language or have sexual knowledge that you wouldn't expect them to have;
- VP's who ask others to behave sexually or play sexual games; and
- VP's with physical sexual health problems, including soreness in the genital and anal areas, sexually transmitted infections or underage pregnancy.

Child sexual exploitation (CSE) is a form of sexual abuse where children are sexually exploited for money, power or status. It can involve violent, humiliating and degrading sexual assaults. In some cases, young people are persuaded or forced into exchanging sexual activity for money, drugs, gifts, affection or status. Consent cannot be given, even where a child may believe they are voluntarily engaging in sexual activity with the person who is exploiting them. Child sexual exploitation doesn't always involve physical contact and can happen online. A significant number of children who are victims of sexual exploitation go missing from home, care and education at some point.

Some of the following signs may be indicators of sexual exploitation:
- Children who appear with unexplained gifts or new possessions;
- Children who associate with other young people involved in exploitation;
- Children who have older boyfriends or girlfriends;
- Children who suffer from sexually transmitted infections or become pregnant;
- Children who suffer from changes in emotional well-being;
- Children who misuse drugs and alcohol;
- Children who go missing for periods of time or regularly come home late; and
- Children who regularly miss school or education or don't take part in education.

Neglect

Neglect is a pattern of failing to provide for a VP's basic needs, whether it is adequate food, clothing, hygiene, supervision or shelter. It is likely to result in the serious impairment of a VP's health or development.

VP's who are neglected often also suffer from other types of abuse. It is important that practitioners remain alert and do not miss opportunities to take timely action. However, while you may be concerned about a VP, neglect is not always straightforward to identify.

Neglect may occur if a parent, guardian or carer becomes physically or mentally unable to care for a VP. A parent, guardian or carer may also have an addiction to alcohol or drugs, which could impair their ability to keep a VP safe or result in them prioritising buying drugs, or alcohol, over food, clothing or warmth for the VP.

Some of the following signs may be indicators of neglect:
- VP's who are living in a home that is indisputably dirty or unsafe;
- VP's who are left hungry or dirty;
- VP's who are left without adequate clothing, e.g. not having a winter coat;
- VP's who are living in dangerous conditions, i.e. around drugs, alcohol or violence;
- VP's who are often angry, aggressive or self-harm;
- VP's who fail to receive basic health care; and
- Parents, guardians or carers who fail to seek medical treatment when their VP's are ill or are injured.

Female Genital Mutilation (FGM)

FGM is collective term (also known as genital cutting and female circumcision) for all procedures that involve partial or total removal of the external female genitalia or other injury to the female genital organs for cultural or non-medical reasons.

Female Genital Mutilation is a criminal offence in the United Kingdom. It is also a criminal offence for UK nationals or permanent UK residents to carry out Female Genital Mutilation abroad, or to aid, abet, counsel or procure the carrying out of Female Genital Mutilation abroad, even in countries where the practice is legal.

A girl at immediate risk of FGM may not know what's going to happen. But she might talk about or you may become aware of:

- a long holiday abroad or going 'home' to visit family
- relative or cutter visiting from abroad
- a special occasion or ceremony to 'become a woman' or get ready for marriage
- a female relative being cut – a sister, cousin, or an older female relative such as a mother or aunt.

Indicators that FGM may have taken place:
- Difficulty walking, sitting or standing
- Spending longer in the bathroom or toilet
- Appearing anxious, withdrawn or depressed
- Behaving unusually after a long absence
- Ask for help but may not be explicit about the problem due to embarrassment or fear

The other types of abuse contained within the Care Act 2014 are as follows:

Modern Slavery

- Illegal Exploitation of people for personal/ commercial gain. Victims trapped in servitude they were deceived or coerced into.
- Criminal Exploitation pick pocketing, shoplifting, drug trafficking
- Domestic Servitude forced to work in private houses with restricted freedoms, long hours, no pay
- Forced labour long hours, no pay, poor conditions, verbal and physical threats
- Sexual Exploitation prostitution and child abuse
- Other forms of organ removal, forced begging, forced marriage and illegal adoption
- Financial or material abuse - including theft, fraud, exploitation, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Domestic Violence

Domestic violence and abuse is officially classified as "any incident of threatening behaviour, violence or abuse between adults who are or have been in a relationship together, or between family members, regardless of gender or sexuality".

We think of domestic violence as hitting, slapping and beating, but it can also include emotional abuse as well as forced marriage and so-called "honour crimes". It's abuse if a partner, ex-partner or a family member:

- Threatens/frightens an individual
- Shoves or pushes an individual
- Makes an individual fear for their physical safety
- Puts an individual fear for their physical safety
- Puts an individual down, or attempts to undermine their self-esteem
- Controls an individual, for example by stopping them seeing friends and family
- Is jealous and possessive, such as being suspicious of friendships and conversations

So-called "honour-based" abuse, HBA. This includes Forced Marriage, FGM and Breast Ironing. There are a range of approaches to safeguarding these including:

- Adverse Childhood Experiences (ACEs) are stressful experiences occurring during childhood that directly harm a child or affect the environment in which they live. Recognising and understanding the impact of trauma informs an approach to building resilience.

- Contextual Safeguarding is an approach to understanding, and responding to, young people's experiences of significant harm beyond their families. It recognises that the different relationships that young people form in their neighbourhoods, schools and online can feature violence and abuse.

- Discriminatory abuse - including discrimination on grounds of race, gender and gender identity, disability, sexual orientation, religion, and other forms of harassment, slurs or similar treatment.

- Organisational abuse - including neglect and poor care practice within an institution or specific care setting like a hospital or care home, e.g. this may range from isolated incidents to continuing ill treatment.

In 2019 the law was changed to include the following as forms of abuse:

Up skirting (a form of peer-on-peer abuse)

Up skirting is a highly intrusive practice, which typically involves someone taking a picture under another person's clothing without their knowledge, with the intention of viewing their genitals or buttocks (with or without underwear). It can take place in a range of places, e.g. British Transport Police have seen a rise of reports on public transport. The law captures instances where the purpose of the behaviour is to obtain sexual gratification, or to cause humiliation, distress or alarm. Anyone, and any gender, can be a victim and this behaviour is completely unacceptable. Up skirting is distressing and a humiliating violation of privacy for victims.

Serious Violent Crime

Volunteers should also be aware of the associated risks associated with serious violent crime and understand the measures in place to manage them. While only a small percentage of children and young people join gangs, some studies suggest that homicide and aggravated assault are three times more likely to be committed by gang members. Recent years have seen increasing national and local concern about the use of firearms as a means of committing crime.

Some of the following signs may be indicators of serious violent crime:

- • Unexplained gifts/new possessions – these can indicate children have been approached by/involved with individuals associated with criminal networks/gangs
- • Increased absence from school
- • Change in friendship/relationships with others/groups
- • Significant decline in performance
- • Signs of self-harm/significant change in wellbeing
- • Signs of assault/unexplained injuries Risk factors for involvement in gangs/serious youth
- violence include living in areas with high levels of social and economic exclusion; family gang involvement, and exposure to alcohol, drugs, violence and weapons.

Volunteers should be aware that young people may be carrying weapons.

Radicalisation

Spotting the signs of radicalisation.

Radicalisation can be really difficult to spot. Signs that may indicate a child is being radicalised include:

- isolating themselves from family and friends
- talking as if from a scripted speech
- unwillingness or inability to discuss their views
- a sudden disrespectful attitude towards others
- increased levels of anger
- increased secretiveness around who they are meeting in person or online.

Children who are at risk of radicalisation may have low self-esteem, or be victims of bullying or discrimination. Extremists might target them and tell them they can be part of something special, later brainwashing them into cutting themselves off from their friends and family. However, these signs don't necessarily mean a child is being radicalised – it may be normal teenage behaviour or a sign that something else is wrong.

Prevent Duty

In 2015, the UK Government placed a duty on specified authorities (including schools, colleges and universities) to have, in the exercise of their functions, "due regard to the need to prevent people from being drawn into terrorism".

Simply put, Prevent is about safeguarding individuals from being drawn into terrorism, ensuring those vulnerable to extremist and terrorist narratives are given appropriate advice and support at an early stage. Prevent is no different to any other form of safeguarding from harm.

APPENDIX F

HANDLING DISCLOSURES OF ABUSE

What is a disclosure?

Smiles believes that the welfare of children is paramount and works to offer VP's a safe space to be themselves and say what they think. As a volunteer, the VP's you work with will trust you. Because they feel comfortable and safe, they might discuss things that concern or affect them. A disclosure is when a VP tells you something that has affected them, for example about instances of abuse.

Some things that may be shared with you include self-harm and physical, sexual or emotional abuse, and you may notice signs of neglect. A VP also may have a concern about something that has happened online or through social media.

We recognise that discussing these things with VP's can be difficult, which is why we've created these guidelines to help you offer them the best support possible.

Do:

- remain calm, approachable and receptive
- listen carefully, without interrupting
- acknowledge you understand how difficult this may be
- make it clear that you are taking what is said seriously
- reassure them that they have done the right thing in telling you
- let them know that you'll do everything you can to help them
- make a written record of exactly what has been said
- report all cases of Female Genital Mutilation (FGM) to the police directly ASAP

Don't:

- promise confidentiality (but instead say: 'I'm concerned about what you've told me today and I will have to talk to somebody else about what we can do next')
- ask leading or probing questions (follow TED - tell, explain, describe)
- investigate
- repeatedly question or ask the child to repeat the disclosure
- discuss the disclosure with people who do not need to know
- delay in reporting the disclosure to the Designated Safeguarding Lead
- offer any physical comfort

Next Steps:

1. You must make factual notes at the time of the disclosure or ASAP afterwards (this may be as part of completing the form in Appendix J.

2. You must report the matter to the designated safeguarding lead (Farm Manager, Paris) or in a case of her absence the deputy DSL (Cez) as soon as possible.

3. Deputy/DSL will go through the disclosure with you.

4. Deputy/DSL decides on action to be taken. In cases of suspected abuse this will involve a referral to the relevant Local Authority Safeguarding Team in which the VP resides:

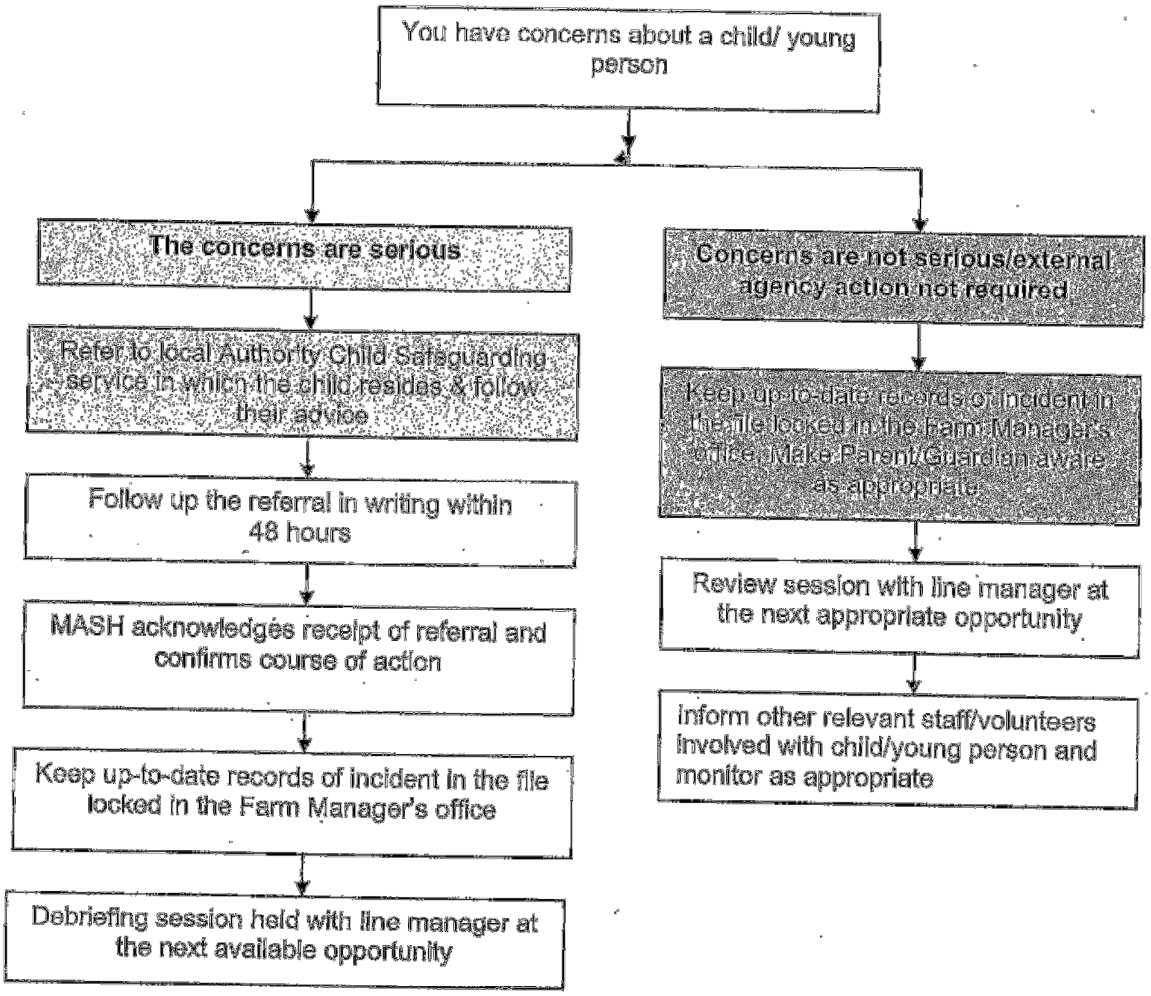
- East Sussex (01273 290400)
- Kent (03000 411111)

5. The reporting volunteer is responsible for ensuring they receive feedback on the investigation and any action that is undertaken. In the event of the reporting volunteer feeling the concern has not been adequately addressed they should report directly to the Local Authority Designated Officer

APPENDIX G

REFERRAL FLOW CHART

Steps to follow if you are concerned a child/young person is being abused.



APPENDIX H

MANAGING ALLEGATIONS AGAINST VOLUNTEERS

Allegations may be made against volunteers if they are deemed to have:

- Behaved in a way that has harmed, or may have harmed a VP
- Possibly committed a criminal offence against, or related to, a VP; or
- Behaved towards a VP or VP's in a way that indicated s/he is unsuitable to work with VP's

Management of an allegation of abuse may involve one or all of:

- A police investigation of a possible criminal offence
- Enquiries and assessment by children's social care about whether a child is in need of protection or in need of services

A VP may come to you with a concern involving another volunteer. This is our policy for handling such disclosures:

1. Report the incident to the DSL/s at the earliest opportunity:

   Designated Safeguarding Lead – Paris Howard-Hall: Farm Manager (smilessensoryfamilyfarm@gmail.com)
   Deputy Safeguarding Lead – Cez Scott: Trustee (smilessensoryfamilyfarm@gmail.com)

2. Complete the form in Appendix J

3. If you are inhibited from reporting the incident to the DSLs, contact must be made to the Local Authority Designated Officer (LADO) in East Sussex:

   - QAU service manager (LADO): 01323 464222
   - Quality Assurance Unit: 03456080192

Help establish what the 'next steps' should be in terms of investigating the matter further.

Liaise with the police and other agencies, and arrange for a strategy meeting to be held if required; if the case is complex there may be a series of meetings.

Monitor and maintain an overview of cases to ensure they're dealt with as quickly as possible consistent with a thorough and fair process.

Ensure VP protection procedures are initiated where the VP is considered to be at risk of significant harm.

Ensure the appropriate agencies are involved in the investigation.

Ensure issues of sharing information with parents, guardians and carers and other relevant individuals are considered.

Assist an employer in decisions about a person's suitability to remain in the carer's workforce, and whether a referral should be made to the Disclosure and Barring Service (DBS) or the appropriate regulatory or professional body.

Smiles is legally obliged to report any individuals that have been removed from working with VP's to the Disclosure and Barring Service (DBS).

APPENDIX I

WHISTLE BLOWING

Whistle blowing is when an individual raises a concern about dangerous, illegal activity or wrongdoing within their organisation. Raising a concern is known as 'blowing the whistle' and is a vital process for identifying risks to peoples' safety.

If you have a concern about dangerous, illegal activity or wrongdoing by volunteers at Smiles you must raise this with at the earliest opportunity with the Farm's Designated Safeguarding Lead (DSL), Paris Howard-Hall either in person or by:

- email: smilessensoryfamilyfarm@gmail.com
- phone: 07775701249

Or if the concern is about the Farm's DSL, then to the Deputy Safeguarding Lead (Caz), either in person or by:

- email: smilessensoryfamilyfarm@gmail.com
- phone: 07966 212238

You can 'blow the whistle' about an incident that happened in the past, is happening now or that you believe might happen in the future.

Smiles's DSL will take details of your concern and talk you through actions to be taken. You are advised to call the NSPCC whistleblowing advice line on 0800 028 0285 if:

- Smiles Sensory & Family Farm doesn't have clear safeguarding procedures to follow.
- you think your concern won't be dealt with properly or may be covered-up.
- you've raised a concern but it hasn't been acted upon.
- you're worried about being treated unfairly.

APPENDIX J

CONFIDENTIAL

SAFEGUARDING CONCERN LOG

Guidance:

- Please make sure everything in this report is clear, even to a stranger reading it in the future
- Quote directly any verbal disclosure a child makes
- Any marks, swelling etc are recorded on the body map with the description e.g. size, colour of the injuries
- Under no circumstance should a child's injuries be photographed - this is illegal
- Avoid ambiguous language/assumptions
- Write professionally and remember that families can legally request copies of this document and would see them in the case of a review

Name of Child:	
Date:	**Time:**
Your Name:	**Signature :**
Position/Job title:	

Why are you recording the incident?

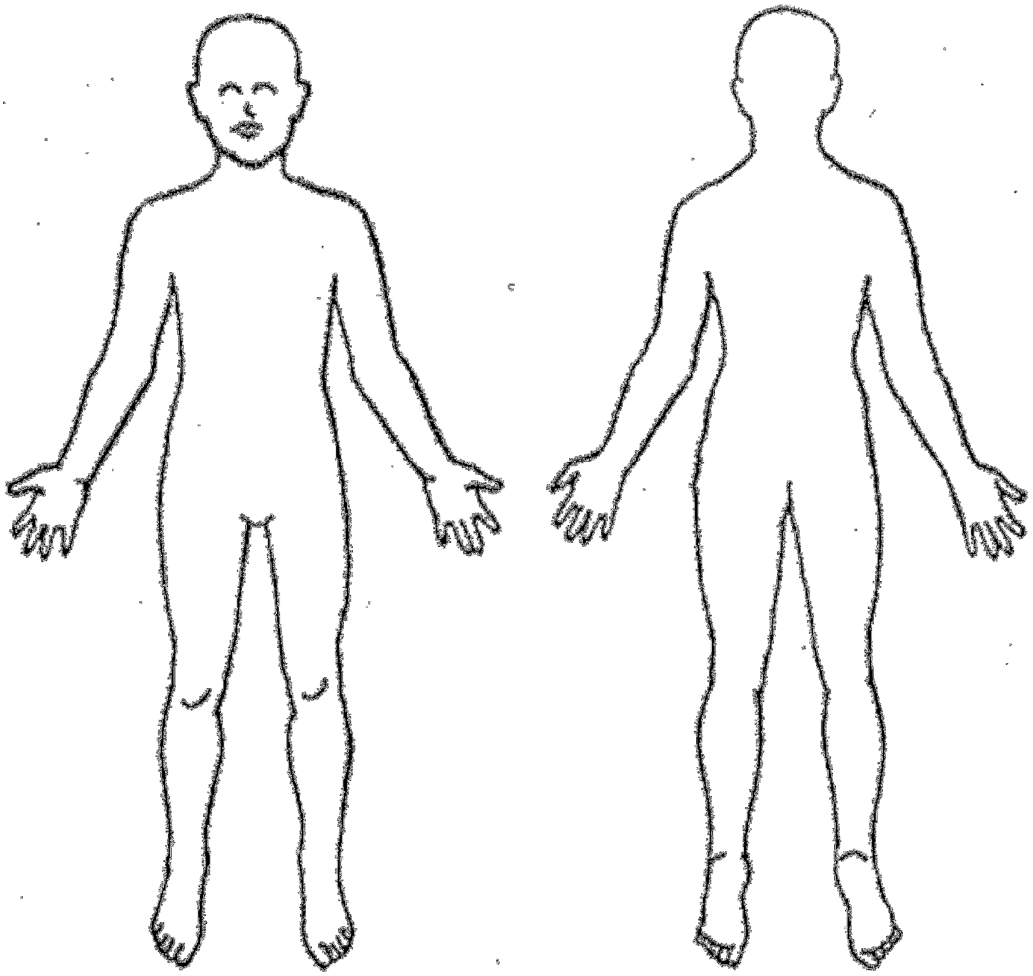
Report factually on the following:
Who is involved?

What has happened?

Where?

When did the incident/s happen?

Offer your opinion about how and why the incident/s might have happened:
What action have you taken?
Name of person/service to whom you've passed this information onto:



APPENDIX K

RESOURCES FOR STAFF

National Association for People Abused in Childhood (NAPAC)
https://napac.org.uk/

National Society for the Prevention of Cruelty to Children (NSPCC) 0808 800 5000 www.nspcc.org.uk

East Sussex Child Protection 01323 464222

www.legislation.gov.uk/ukpga/2004/31/contents

Working Together to Safeguard Children https://www.gov.uk/government/publications/working-together-to-safeguard-children--2

Anti-bullying Alliance - www.anti-bullyingalliance.org.uk/

DfE Guidance for preventing and responding to bullying -
www.gov.uk/government/publications/preventing-and-tackling-bullying

Advice and support for learning disabilities

- Respond https://respond.org.uk/ Mencap www.mencap.org.uk
- Sexual Abuse – Child Sexual Exploitation Awareness and Support
- Lucy Faithfull Foundation www.lucyfaithfull.org.uk Stop it Now! www.stopitnow.org.uk
- Internet Watch Foundation (IWF) www.iwf.org.uk CEOP www.ceop.police.uk