

SURREY DOCKS FARM

SAFEGUARDING CHILDREN & YOUNG PEOPLE POLICY AND PROCEDURES

Reviewed by: Gemma Hooper, Farm Manager 01/04/2026

Approved by: Management Committee 25/04/2023

Signed: *G. Hooper*



SAFEGUARDING POLICY

- This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004, the Education Act 2002 and in line with government publications
- Surrey Docks Farm believes that children and young people must be protected from harm at all times and that the welfare of the child is paramount.
- A child is defined by the Children Act 1989 as anyone under the age of 18 years old.
- We believe that every child and young person should be valued, safe and happy. We want to make sure that all the children and young people we have contact with know this and are empowered to tell us if they are suffering or likely to suffer harm.
- We want children and young people who use or have contact with this organisation to enjoy what we have to offer in safety.
- We want parents and guardians who use or attend our organisation to be supported to care for their children in a way that promotes their child's health and well-being and keeps them safe.
- We will achieve this by having an effective safeguarding procedure and following National and Local guidance.
- If we discover or suspect a child/young person is suffering harm we will notify MASH (Multi Agency Safeguarding Hub) or the Police in order that they can be protected, if necessary.
- This Safeguarding Policy and our Safeguarding Procedures apply to all staff, volunteers and users of Surrey Docks Farm and to anyone carrying out any work for us or using our premises.
- We will review our Safeguarding Policy and procedures annually to make sure they are still relevant and effective.



CHILD SAFEGUARDING PROCEDURE FOR SURREY DOCKS FARM

1. There will be a Designated Safeguarding Lead (DSL) who will be responsible for dealing with any concerns around the protection of children/young people. This person is the Farm Manager. For further details of their roles see **Appendix A**.
2. All staff and volunteers will be carefully selected and vetted to try and ensure they do not pose a risk to children/young people. Two references will be collected for all staff and for volunteers over 18 years old. All staff, and those volunteers in roles that come into contact with children and young people, will be checked through the Disclosure and Barring Service (DBS).
3. All staff and volunteers are given access to Surrey Docks Farm's safeguarding information. All staff, and those volunteers in roles that come into contact with children and young people, will be given basic training in safe conduct and what to do if they have concerns about a child/young person. This will include information on recognising where there are concerns, where to get advice and what to do if no one seems to have taken their concerns seriously.
4. We will endeavour to make Surrey Docks Farm a safe and caring place for children/young people to be by having a code of conduct for staff and users. This will be given to all staff and volunteers and they will be expected to comply with it.
See **Appendix B: Code of Conduct for staff and volunteers**
5. All staff working with children will be expected to comply with the Code of Conduct by signing this form.
See **Appendix C: Declaration for staff and volunteers**
6. Information on the Safeguarding Policy will be sent out to the parents/guardians of all youth club participants with the parent/guardian consent form and will be visible on the Farm's website. Information on the Farm's Safeguarding policy will be displayed around the Farm, detailing who to contact at the Farm (for children and adults). See **Appendix D**
7. Information for staff and 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/ young person is being abused.
See **Appendix G**
10. Procedures to follow for the management of allegations against staff or volunteers
See **Appendix H**
11. Information about what to do if you are concerned about a staff member or 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 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**

16. E-safety policy: making young people aware of the dangers they face online and through social media and what to do in the case of cyber bullying.



APPENDIX A

DESIGNATED SAFEGUARDING LEAD

1. This organisation has dedicated people to take responsibility for safeguarding matters.
2. This role is held by the Farm Manager (Gemma Hooper, Designated Safeguarding Lead)
3. Because of their role in keeping children safe, enhanced level DBS checks and two references have been taken up.
4. The Designated Safeguarding Leads' role is to;
 - Ensure the organisations' Safeguarding Policy and procedures are followed and kept up to date
 - Ensure they have contacts within MASH and the local police in order to deal with any safeguarding concerns, both during and out of office hours
 - Report any concerns to MASH or 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 the Farm follows safe recruitment/selection practice (including but not only rigorous checking of applications, CVs, references and appropriate DBS checks) including the training of those who recruit staff to work with children
 - 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
5. We do not currently have a named Deputy Designated Safeguarding Lead. However, in the event the DSL is not available please contact the Deputy Manager, Claire Ellis-Elson on the duty number listed below or the Chair of the Management Committee, Brett Bennett-Smith by email: chair@surreydocksfarm.org.uk

CHILDREN AND YOUNG PEOPLE SAFEGUARDING CONTACT DETAILS:

Designated Safeguarding Lead: Farm Manager (Gemma Hooper) gemma@surreydocksfarm.org.uk
Duty Farm Number: 07309 730531

Southwark MASH – 020 7525 1921 (office hours)
020 7525 5000 (out of hours and ask for Emergency Duty Officer)
MASH@southwark.gov.uk

POLICE – 999

NSPCC Child Protection Helpline – 0808 800 5000



APPENDIX B

CODE OF CONDUCT FOR STAFF AND VOLUNTEERS

This code of conduct is in place to protect ‘vulnerable users’ at SDF defined as children and young people under 18 years old and adults at risk. They will be referred to as VU in this code of conduct.

Staff, youth and support volunteers will:

Read the Farm’s Safeguarding Policies and Procedures in order to:

- feel confident recognising when a VU 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

Take part in safeguarding training (at least every 3 years) such as those available for free from the Southwark’s [My Learning Source](#).

To keep children and young people safe, staff and volunteers agree to:

- put the welfare and safety of the VU first
- listen to what children or young people have to tell us
- not discriminate favourably or unfavourably towards any VU (ensuring that we are not perceived to have favourites)
- take every opportunity to raise the self-esteem of VU’s
- talk to VU’s about their right to be kept safe from harm
- challenge inappropriate behaviour of VU’s, remembering to challenge what they did, not who they are
- value and respect VU’s as individuals
- seek advice and support from our colleagues, supervisors and our Designated Safeguarding lead/s 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 other staff and volunteers and agree to:
 - o the behaviour we expect from VU’s
 - o the behaviour we expect from each other
 - o enforce behavioural standards consistently
- support and watch out for colleagues we are working with to ensure they are not being drawn into situations that could be misinterpreted by others or by the VU – remember how colleagues view each other’s practice indicates how outsiders will view it
- follow confidentiality guidelines and offer a confidential service by
 - o not distributing identifiable information about children to external agencies (making any data we pass on anonymised)
 - o not naming VU’s on social media posts but using collective terms instead (e.g. “the Young Farmers”)
 - o keeping any information about VU’s confidential unless doing so would expose them or others to harm
 - o not discussing information or issues regarding a child or young person with anyone outside Surrey Docks Farm, except the VU’s parents/legal guardians and other professionals involved in their care (as appropriate).



To keep VU's safe, staff and volunteers will never:

- use any kind of physical punishment or chastisement such as smacking or hitting
- smoke in front of any VU
- use racist, sexist, homophobic or other discriminatory or offensive language
- swear in front of VU's
- use unprescribed drugs or be under the influence of alcohol
- behave in a way that frightens or demeans a VU
- develop sexual relationships with a VU, 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 young people in the future. Any such instances will be reported to the police.
- give gifts or money to VU's
- accept gifts from VU's, 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"

Staff and volunteers will continue to keep children and young people safe outside of work by:

- never taking VU's on car journeys
- never inviting or admitting VU's to our homes or those of our friends/ family
- not engaging in social relationships or activities with the VU's of Surrey Docks Farm
- never giving VU'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 staff or volunteers)
- stay calm and reassure the VU that they were right to talk
- make it clear that they are not to blame
- allow the VU to use their own words and go at their own pace without asking leading questions
- follow the TED format (Tell, Explain, Describe) when talking to the VU
- elicit enough information to know what to do next but no more than this
- inform the Designated Safeguarding Lead (or your supervisor) at the earliest opportunity, they will make a full, accurate record with you of what the VU disclosed

In the event of a disclosure of abuse staff and 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 VU to talk
- attempt to offer physical reassurance, such as a hug

The Farm's E-safety policy states that staff and volunteers:

- will obtain written parental or legal guardian consent prior to the recording, storage and sharing of photographs, videos and audio of VU's we work with
- will only record audio, photography and video of VU's using Farm device/s
- won't accept or send requests from VU's on any social networking sites



- won't use a personal device to record or transfer pictures of VU's
- will ensure VU's do not have access to our personal devices
- won't communicate directly with VU's by phone, social media or email

Tips for staff and volunteers:

It is important to avoid being alone with a VU. A minimum ratio of two VU's per staff member or volunteer must be maintained when needing to work out of sight and sound of others.

If we find ourselves alone with a VU we will ensure we:

- inform a manager/ a colleague what we are doing, where we are and approximately how long we will be
- leave room doors ajar
- remain in earshot of others

Staff and volunteers should be aware of the potential for misinterpretation when touching VU's. To minimise misunderstandings staff should:

- prompt VU's to carry out their own personal care, offering assistance only if it is absolutely necessary
- not instigate physical contact with VU's



APPENDIX C

DECLARATION FOR STAFF & VOLUNTEERS

I agree to abide by Surrey Docks Farm Safeguarding Policy and Code of Conduct	
Signature	
Name	
Date	
Staff (job title) ☐	
Youth Volunteer ☐	
Other Volunteer Role ☐	



APPENDIX D

SAFEGUARDING AT SURREY DOCKS FARM

Information for Farm users

We want Surrey Docks Farm to be a safe place for everyone and we follow Safeguarding Policies 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 staff and volunteers appropriately
- Collecting consent forms for all relevant activities
- Having a code of conduct for staff/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 young people safe by:

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

Designated Safeguarding Lead: Farm Manager (Gemma Hooper) gemma@surreydocksfarm.org.uk

Farm phone - 07309 730531

**Southwark MASH – 020 7525 1921 (office hours)
020 7525 5000 (out of hours and ask for Emergency Duty Officer)
MASH@southwark.gov.uk**

POLICE – 999

NSPCC Child Protection Helpline – 0808 800 5000

If the Safeguarding Lead is unavailable contact the Deputy Manager via the duty phone number or Chair of the Management Committee via email on chair@surreydocksfarm.org.uk



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 children:

Physical abuse

Physical abuse is deliberately physically hurting a child. 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 children may be more at risk if their parents have problems with drugs, alcohol and mental health or if they live in a home where domestic abuse happens. Babies and disabled children also have a higher risk of suffering physical abuse.

Physical harm may also be caused when a parent 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**:

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

Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child. It is also sometimes called psychological abuse and it can have severe and persistent adverse effects on a child'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 interacts with their child. Emotional abuse may involve deliberately telling a child that they are worthless, or unloved and inadequate. It may include not giving a child 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 child's peers.



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

- Children who are excessively withdrawn, fearful, or anxious about doing something wrong;
- Parents or carers who withdraw their attention from their child, giving the child the 'cold shoulder';
- Parents or carers blaming their problems on their child; and
- Parents or carers who humiliate their child, for example, by name-calling or making negative comparisons.

Sexual abuse and exploitation

Sexual abuse is any sexual activity with a child. You should be aware that many children and young people who are victims of sexual abuse do not recognise themselves as such. A child 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 children in the production of sexual images, forcing children to look at sexual images or watch 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 commit acts of sexual abuse, as can other children.

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

- Children who display knowledge or interest in sexual acts inappropriate to their age;
- Children who use sexual language or have sexual knowledge that you wouldn't expect them to have;
- Children who ask others to behave sexually or play sexual games; and
- Children 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 child's basic needs, whether it is adequate food, clothing, hygiene, supervision or shelter. It is likely to result in the serious impairment of a child's health or development.

Children 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 child, neglect is not always straightforward to identify.

Neglect may occur if a parent becomes physically or mentally unable to care for a child. A parent may also have an addiction to alcohol or drugs, which could impair their ability to keep a child safe or result in them prioritising buying drugs, or alcohol, over food, clothing or warmth for the child. Neglect may occur during pregnancy as a result of maternal drug or alcohol abuse.

Some of the following signs may be **indicators of neglect**:

- Children who are living in a home that is indisputably dirty or unsafe;
- Children who are left hungry or dirty;
- Children who are left without adequate clothing, e.g. not having a winter coat;
- Children who are living in dangerous conditions, i.e. around drugs, alcohol or violence;
- Children who are often angry, aggressive or self-harm;
- Children who fail to receive basic health care; and
- Parents who fail to seek medical treatment when their children 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

Staff 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.

Staff 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?

Surrey Docks Farm believes that the welfare of children is paramount and works to offer children a safe space to be themselves and say what they think. As a volunteer or member of staff, the children 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 child 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 child also may have a concern about something that has happened online or through social media.

We recognise that discussing these things with children 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**)



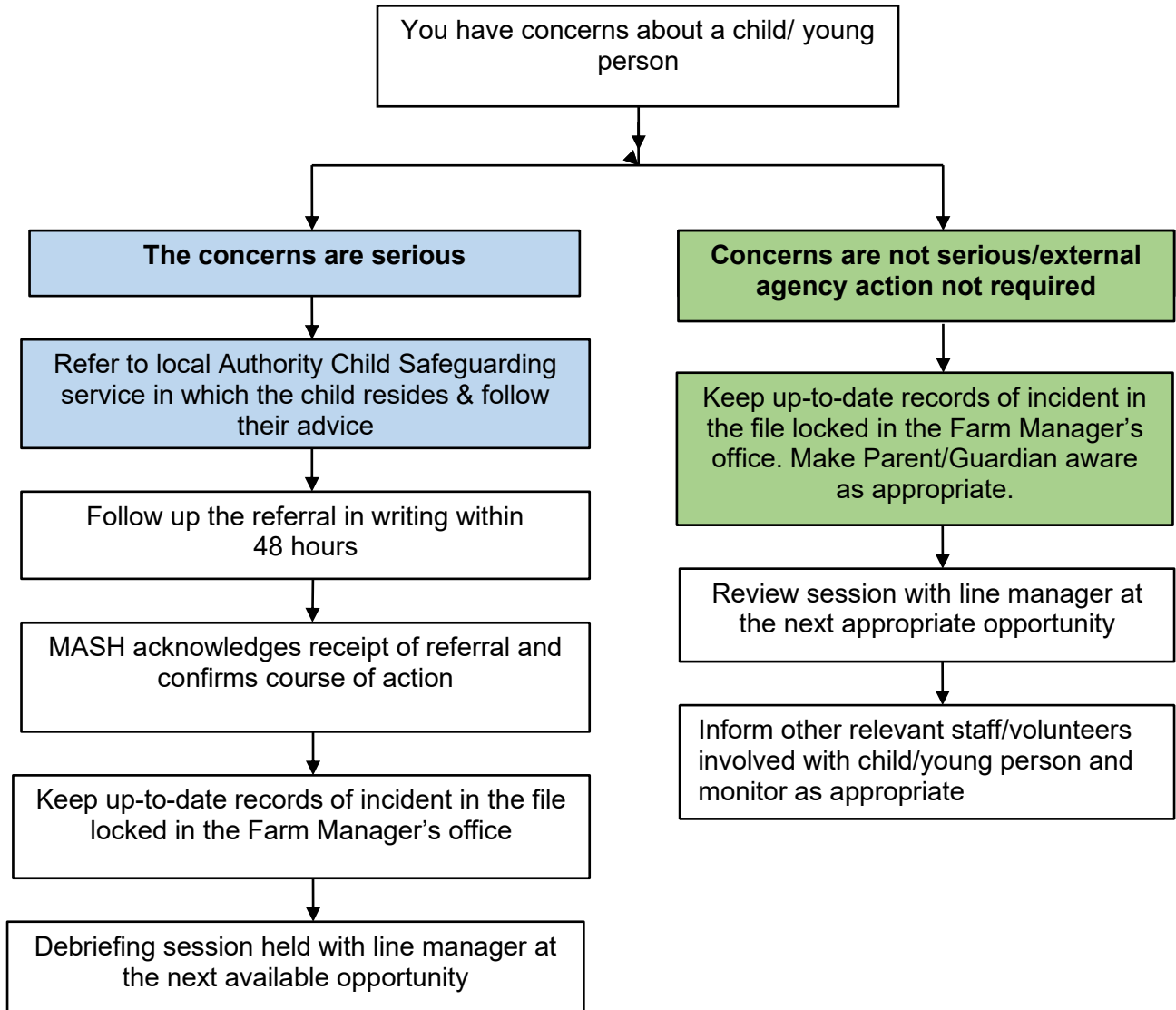
2. You must report the matter to the designated safeguarding lead, Farm Manager Gemma Hooper, as soon as possible
3. Deputy/DSL will go through the disclosure with you
4. Deputy/DSL decides on action to be taken. In cases of suspected abuse this will involve a referral to the relevant Local Authority Safeguarding Team in which the child resides:
 - Southwark MASH (020 7525 1921)
 - Lewisham MASH (020 8314 6660)
 - Greenwich MASH (020 8921 3172)
 - Lambeth Social Services (020 7926 5555)
5. The reporting member of staff is responsible for ensuring they receive feedback on the investigation and any action that is undertaken. In the event of the reporting member of staff 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 STAFF OR VOLUNTEERS

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

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

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
- Consideration by Surrey Docks Farm of disciplinary action in respect to the individual

A child may come to you with a concern involving another volunteer/staff member at Surrey Docks Farm. This is our policy for handling such disclosures:

1. Report the incident to the DSL/s at the earliest opportunity:
Designated Safeguarding Lead: Gemma Hooper gemma@surreydocksfarm.org.uk
2. Complete the form in **Appendix J**
3. If you are inhibited from reporting the incident to the Farm's DSLs, contact must be made to the Local Authority Designated Officer (LADO) in Southwark:
 - QAU service manager (LADO): 020 7525 0689
 - Quality Assurance Unit: 020 7525 3297
 - Head of social work improvement and quality assurance: 020 7525 0387

The LADO in Southwark will:

- 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 child protection procedures are initiated where the child is considered to be at risk of significant harm
- ensure the appropriate agencies are involved in the investigation
- ensure advice is provided in relation to the adult's remaining in post over the course of the investigation
- ensure issues of sharing information with parents and other relevant individuals are considered



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

Surrey Docks Farm is legally obliged to report any individuals that have been removed from working with children 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 members of staff or volunteers at Surrey Docks Farm you must raise this at the earliest opportunity with the Farm's Designated Safeguarding Lead (DSL), either in person or by:

- Email: manager@surreydocksfarm.org.uk
- Farm duty phone number: 07309 730531

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.

The Farm's Safeguarding Lead 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:

- Surrey Docks 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

If the Safeguarding Lead is unavailable contact the Deputy Manager via the duty phone number or Chair of the Management Committee via email on chair@surreydocksfarm.org.uk



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?**

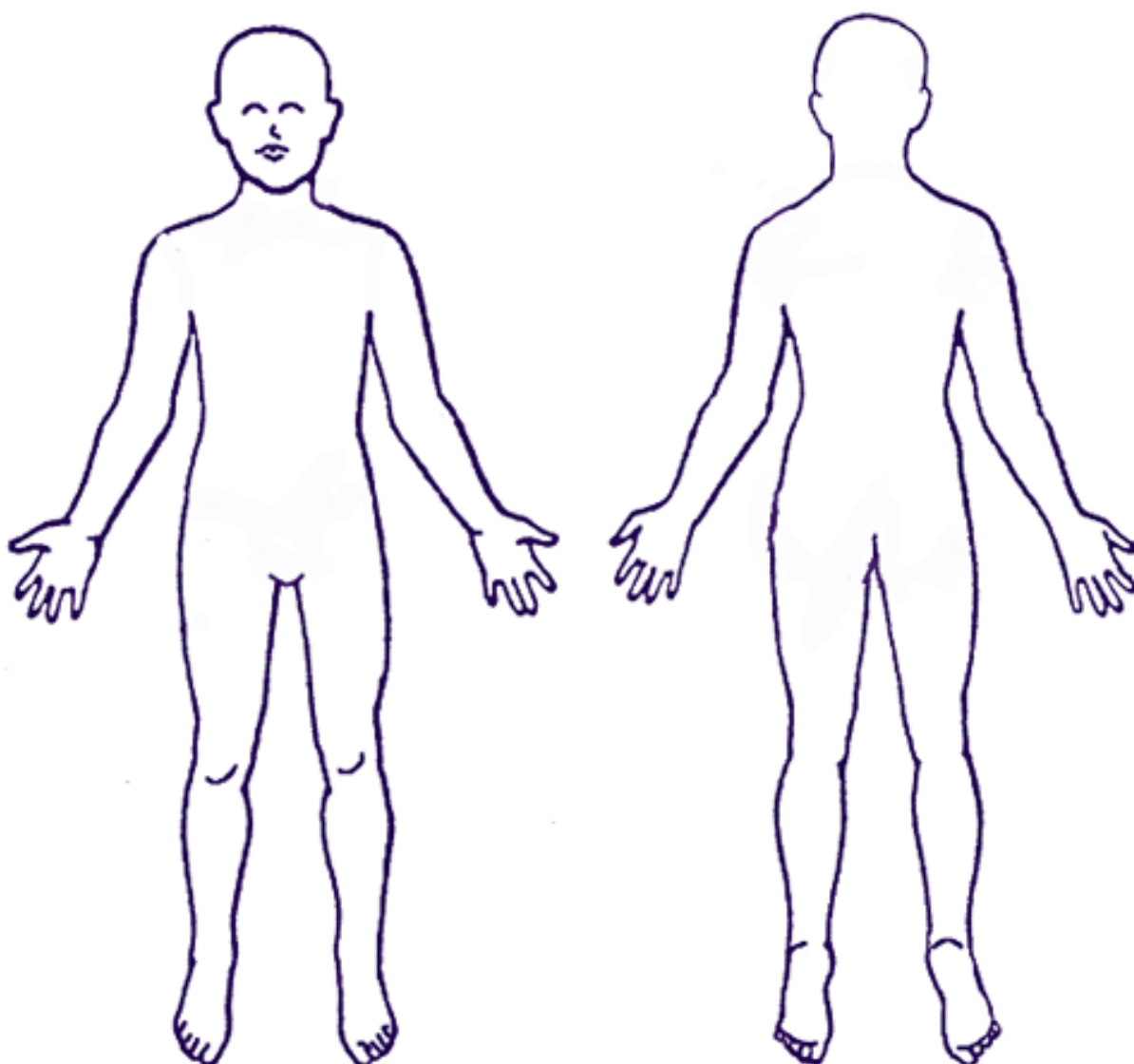
What has happened?

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

Southwark Council's Child Protection resources

<https://www.southwark.gov.uk/childcare-and-parenting/children-s-social-care/child-protection>

The Children Act of 2004

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

Surrey Docks Farm recognises the challenges the team can face dealing with safeguarding concerns.

The Farm is a member of London Youth and as such have access to their **Employee Assistance Programme (EAP)** which we encourage staff to access.

The EAP is free of charge and available 24 hours a day, 7 days a week, 365 days a year.

It is accessible by phone and online, providing a confidential service.

Further overview available here: <https://londonyouth.org/employee-assistance-programme-eap/>

To access log in to <http://www.eapdirect.co.uk> with company code: londonyouth and password: member or call 0800 243458