



## SAFEGUARDING PROCEDURES – HUCKLEBERRIES NURTURE FARM CIC

**Member Committee Responsible:** Full Members Board

**Senior Lead for Safeguarding:** Beverley Cook

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## The Purpose and Scope of these Procedures

The purpose of this document is to identify and define procedures that support Huckleberries Nurture Farm Safeguarding Policy.

## Our Safeguarding Statement:

At Huckleberries we recognise our moral and statutory responsibility to safeguarding and promote the welfare and well-being of all children, young people (collectively referred to as children) and adults at risk who visit our farm. We endeavour to provide a safe and welcoming environment where children and adults at risk are respected and valued for who they are, their actions, thoughts and opinions, offering a 'safe place to be me'. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children and adults at risk receive effective support, protection and justice.

## Legal Framework

This document has been developed based on and guidance available from [nspcc.org.uk/learning](http://nspcc.org.uk/learning) that seeks to protect children and adults at risk in England, and 'The Key' Support Services and Barnardo's model policies that take account of relevant requirements and good practice. It also aligns with the National Lottery Community Fund Policy for Grant Holders, as a key funder of our activities.

## Safeguarding Procedures

This document applies to anyone working on behalf of Huckleberries, including board members, contractor practitioners, paid staff, volunteers, students, school staff and others accompanying children to Huckleberries (referred to as staff and volunteers), and addresses the following procedures:

- Roles and Responsibilities
- Dealing with disclosures and concerns about a child or young person
- Safeguarding Code of Conduct for Staff and Volunteers
- Managing allegations of abuse against staff and volunteers
- Responding to Complaints
- Safer Recruitment and DBS checks
- Health and Safety
- Mobile Phones, Cameras and Social Media
- Visitors
- Non-Collection of Children
- Record Keeping

## Roles and Responsibilities

### All Staff and Volunteers

Safeguarding and child protection is everyone's responsibility. These procedures apply to board members, contractor practitioners, paid staff, volunteers, students, school staff and others accompanying children to Huckleberries. All these stakeholders will make themselves aware of the

procedures and systems which support safeguarding and child protection of children and/or adults at risk who attend Huckleberries.

### Role of the Senior Lead for Safeguarding (Board Member)

The Senior Lead for Safeguarding is responsible for the implementation of the Safeguarding Policy and Safeguarding Procedures. This role is key to understanding the effectiveness of safeguarding at Huckleberries, including implementing the requirements of safeguarding guidance and legislation and ensuring a strategic approach to monitoring safeguarding and safety of children and adults at risk who attend Huckleberries.

Key aspects of the role:

- understand safeguarding requirements
- ensure any staff and volunteers are informed of our systems and procedures for safeguarding
- communicate the Safeguarding Policy and Procedures to parents via the Huckleberries website
- ensure that appropriate safeguarding and child/adult at risk protection training is undertaken by staff and volunteers, and that training is updated regularly
- support the work of the individual school or local authority Designated Safeguarding Lead as appropriate
- report to the Members Board any safeguarding issues and monitor the effectiveness of safeguarding
- check that Huckleberries is compliant with statutory guidance
- make sure that there are effective systems in place to keep vulnerable children and adults at risk safe

The role of the Senior Lead for Safeguarding is to help ensure that safeguarding is effective and not to carry out the work of the Designated Safeguarding Lead (DSL) for those visiting Huckleberries.

### School Designated Safeguarding Lead (DSL)

Huckleberries will work with the DSL for each school for children attending sessions. The DSL will take lead responsibility for child protection and wider safeguarding for their school children attending Huckleberries. Each school's safeguarding procedures will apply for any involvement of the DSL.

## Dealing with Disclosures and Concerns about a Child or Young Person

All staff and volunteers must follow the procedures set out below in the event of a safeguarding issue:

### **If a child is suffering or likely to suffer harm, or in immediate danger we will**

Contact the appropriate DSL immediately or (if considered very urgent) make a referral to the local authority children's social care and/or the police immediately or contact the NSPCC helpline on 0800 800 5000 for further advice. Anyone can make a referral. If a direct referral is made, tell the appropriate DSL as soon as possible.

### **If a child or adult at risk discloses abuse directly, we will**

- listen carefully to the child or adult at risk and believe them
- let them know they've done the right thing

- tell them it's not their fault
- say that we will take them seriously
- not talk to the alleged abuser
- explain what we will do next, which will involve notifying their DSL immediately (or make a direct referral)
- not delay reporting the abuse
- report the incident to the Senior Lead for Safeguarding

**If a child or adult at risk indirectly discloses abuse or we suspect abuse for other reasons, we will**

- listen carefully to the child or adult at risk (if disclosure is verbal)
- report the incident to the Senior Lead for Safeguarding
- immediately request an Expression of Concern form from the DSL and follow the school or local authority's safeguarding procedures to complete it. Where the school or local authority uses 'My Concern' software system, request that the information is input onto their system by the DSL.

**If you have concerns about a child or adult at risk (as opposed to believing a child or adult at risk is suffering or likely to suffer harm, or in immediate danger) we will**

- Speak to the DSL to agree a course of action.

### Early Help

If early help is appropriate, the DSL will lead on liaising with other agencies and setting up an interagency assessment as appropriate.

### Referral

If it is appropriate to refer the case to local authority children's social care or the police, the DSL will make the referral or support you to do so. If you make a referral directly you must tell the DSL as soon as possible.

The local authority will decide within one working day of the referral about what course of action to take and will let the person who made the referral know the outcome. The DSL or person who made the referral must follow up with the local authority if this information is not made available, and ensure outcomes are properly recorded. If the child/adult at risk's situation does not seem to be improving after the referral, the DSL or person who made the referral must follow escalation procedures to ensure their concerns have been addressed and that the child/adult at risk's situation improves. Contact the NSPCC helpline on 0808 800 5000 for further advice or liaise with the appropriate DSL.

### Notifying Parents

We will not discuss any concerns directly with parents without first discussing with the appropriate DSL.

In the case of allegations of abuse made against other children/adults at risk, we will seek advice from the DSL and will normally notify the parents of all the children/adults at risk involved.

## Safeguarding Code of Conduct for Staff and Volunteers

At Huckleberries we believe that all staff and share responsibility for safeguarding and promoting the welfare of children and adults at risk.

This section of these procedures sets out our Safeguarding Code of Conduct, and all staff and volunteers must read it on commencement of their role and ensure that they understand it.

If a member of staff, this Safeguarding Code of Conduct forms part of your contract of employment; if a contractor practitioner, board member, volunteer or other worker it forms part of the agreement for your role whether verbal or in writing. Everyone working at Huckleberries, whether in a paid or unpaid capacity is expected to adhere to this Code.

**This Safeguarding Code of Conduct:**

- makes clear what is required of all staff, workers and volunteers
- supports staff, workers and volunteers in meeting their obligations
- enables staff, workers and volunteers to raise concerns without fear of recrimination
- reduces the risk of misplaced or malicious allegations by clarifying responsibilities.

**Staff and volunteers must abide by the following:**

- report any incidents or concerns that cause you to believe that a child or adult at risk is or is likely to be at risk of harm. This includes a requirement under the Prevent duty to report if you suspect that a child or adult at risk may be under the influence of radicalisation or extremism
- Huckleberries will support any staff member, worker or volunteer who raises a legitimate concern about the actions of others
- disclose any criminal record, caution, reprimand or warning (subject to filtering rules<sup>1</sup>) whether received prior to or during your work or volunteering for Huckleberries<sup>2</sup>. For the avoidance of doubt, this requirement is in addition to any other published requirement for disclosure as part of your work or volunteering
- inform the Senior Lead for Safeguarding of any ongoing or past child protection investigation(s) that have involved you, including any that you are aware of that relate to your own immediate family or any person that you are in a significant relationship with e.g. family members, partners, individuals who live in the same household
- inform the Senior Lead for Safeguarding of anyone living in your household or at your address who becomes disqualified from working with children or adults at risk e.g. as a result of offences against a child, against an adult e.g. rape, murder indecent assault, actual bodily harm etc. This is a legal requirement to staff in England and Wales working in early years provision, later years provision up to 8 years and in the management of such early or later years provision.

**It is not permissible (and in some instances may be unlawful) for you to:**

- use your position to intimidate, bully, threaten, discriminate against, coerce or undermine children and adults at risk, volunteers or staff
- behave or communicate with children or adults at risk in ways which seek to build inappropriate relationships in order to abuse or put them at risk
- give gifts to children or adults at risk attending sessions. (Records of their work, photographs or tools for them to continue what they have learnt e.g. yoga pillows do not count as 'gifts'). The acceptance of small gifts from children or their families (for example at the end of term) must be approved by the Senior Lead for Safeguarding or Huckleberries board members

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<sup>1</sup> Certain spent convictions and cautions are "protected" (also known as filtered) and are not subject to disclosure to employers. Applicable in England and Wales and Northern Ireland. For further details, please refer to <https://www.gov.uk/government/organisations/disclosure-and-barring-service> (England & Wales)

<sup>2</sup> For non-regulated activities this obligation is limited to unspent criminal convictions only.

- give special rewards or privileges in an attempt to build inappropriate relationships with children and adults at risk
- engage in, or attempt to engage in, sexual or inappropriate relationships with children or adults at risk for whatever reason, including the use of suggestive conversations, comments, texting or emails
- possess indecent images of children or adults at risk; this will always be reported to the police regardless of the explanation provided
- carry out your duties or volunteering whilst adversely affected by alcohol, solvents or drugs
- encourage or assist others to break the law in any way;

You will conduct yourself in accordance with this Safeguarding Code of Conduct in all your work/volunteering for Huckleberries. Any breach of the Safeguarding Code of Conduct may result in disciplinary action including dismissal, or the termination of your working agreement or involvement as a volunteer with Huckleberries, as appropriate. In certain circumstances, if following investigation breaches of the Code are found, such action will also result in reports to Regulatory bodies, relevant Local Authorities and/or the police, as appropriate.

## Managing Allegations of Abuse Made Against Staff

See [Allegations of Abuse Against Staff V2.pdf](#) for further information

## Responding to Concerns and Complaints

See [Complaints Policy V1.pdf](#) for further information

## Safer Recruitment and DBS checks

See [Safer Recruitment and DBS Checks Policy V1.pdf](#) for further information

## Health and Safety

Huckleberries takes the Health and Safety of visitors, staff and volunteers seriously and the health and safety of everyone on our site is important to us.

We will ensure that measures are put in place to identify and mitigate hazards, from ensuring medications and chemicals are locked away, measures to reduce the spread of disease between animals and humans are in place, and that all visitors are aware of the physical risk posed by animals and do not tend to them without competent supervision or training.

All participants and visitors will receive an induction on potential hazards posed by specific animals, gates, tree roots, uneven ground, and equipment such as the tent stove and play equipment. A full risk assessment will be undertaken as part of the planning for each school visit and control measures implemented.

Health and Safety walks will be carried out regularly, with actions recorded and actioned.

See [Health & Safety Policy V2.pdf](#) for further information

## Mobile Phones, Cameras and Social Media

Staff and volunteers may bring personal mobile phones to Huckleberries but will limit use to non-contact time when children or adults at risk are not present. Urgent calls may be taken away from the children or adults at risk if it is safe to do so.

Photographs and video footage may be taken by Huckleberries staff and volunteers with pre-consent of parents. These images will be used for promotional purposes and to track progress of the children and adults at risk only. No photographs or video footage may be transferred to any social media or published on any website other than the schools own and that of Huckleberries, and only where parental consent has been provided.

## Visitors

All visitors will be required to verify their identity to the satisfaction of Huckleberries staff. Visitor mobile phones must not be used within the setting without prior consent. We will check the credentials and reasons for visiting for any visitor unknown to Huckleberries staff. Visitors should be prepared to show identification and are expected to sign the visitor book.

Visitors who are visiting for a professional purpose, such as educational psychologists will be asked to show photo ID and will be asked to show their DBS certificate, which will be checked alongside their photo ID, or the organisation sending the professional will provide prior written confirmation that an enhanced DBS check with barred list information has been carried out.

All other visitors will always be accompanied by Huckleberries staff or volunteers, or school staff if the visitor is from the school.

## Toileting

We have several options for toileting at Huckleberries, depending on location and need.

### Portaloos

Participants may use the lockable portaloos flush toilet adjacent to the entrance gate (by the carpark area). Given its proximity to the track they will be accompanied by an adult. The adult remain outside of the toilet unless the child/adult at risk needs help, or where a personal care plan is in place and indicates a need for assistance. Where a personal care plan is in place the responsible adult from their school/college will provide the escort role. Huckleberries staff will not provide any intimate care.

### Compost Loo (summer 2020)

A lockable compost loo is available on site. It can be used unsupervised when the group is at basecamp. If the child/adult at risk needs to return to basecamp to use the toilet they will be accompanied by their responsible adult.

Children may choose a toilet buddy to visit the compost loo when they are at basecamp if they wish to do so. Their buddy will remain outside of the toilet.

### Behind a Tree Wee

When in the woods we have many thick-trunked trees that offer ample privacy for a wee only. We encourage all participants to use a tree that is at least 5 metres from our activity areas but within the boundaries set for the day.

### Dug Latrine

We keep a trowel and toilet paper in the woods for urgent cases, and will dig a 30 cm deep hole in a private spot for deposits of human waste. The hole is then covered over by the participant and checked by an adult.

## Non-Collection of Children

If a child is not collected at the end of the session the responsible member of staff accompanying the group will make arrangements to transport them to their school or setting where their local procedures will be implemented

## Record Keeping

We will hold records in line with GDPR. All safeguarding concerns, discussions, decisions made and the reasons for those decisions must be recorded in writing. Confidential information and records will be held securely and only available to those who have a right or professional need to see them.