

Safeguarding Procedure

Staff member must complete a concern form for any concern they have for a Farm Assistant, in any of the following areas - **Safeguarding, Bullying, Behaviour, Other**

Concern form must be completed & sent in the same day as concern raised.

If a child is in immediate danger or at risk of immediate harm, contact the DSL or DDSL immediately and call emergency services where required. Take reasonable steps to keep the child safe while following professional and emergency-service advice.



Create a safeguarding folder in the Farm Assistant File and name is Safeguarding – Save the concern form using the heading: Concern form FA initial DD.MM.YYYY.



Email the concern form to the Designated Safeguarding Lead and Deputy Safeguarding Lead and any other staff from the Dedham Therapy Farm team that work with the Farm Assistant– Using the subject Concern Form

A concern form must be completed & sent in the same day as concern raised.



DSL and DDSL will assess next steps and follow safeguarding protocol



DSL/DDSL will update the individual risk assessment and update the relevant staff member with next steps or plans of support.



If the staff member raising the concern feels the concern has not been dealt with adequately or needs more information they should go to the DSL or DDSL in the first instance to follow up. If they are not confident the concern has been dealt with and are still concerned for the welfare of the Farm Assistant, the staff member should follow the farm whistle blowing policy.