



Dedham Therapy Farm CIC

Safeguarding and Child protection Policy and Procedures

Next review September 2023

This policy applies to all staff, including Directors, management, volunteers, sessional workers, students or anyone on behalf of the above.

Safeguarding is the action that is taken to promote the welfare of children and protect them from harm.

Safeguarding means:

- Protecting children from abuse and maltreatment.
- Preventing harm to children's health and development.
- Ensuring children grow up with the provision of safe and effective care.

1. Definitions

In accordance with the Children Act 1989 and 2004, a child is any person who has not yet reached their 18th birthday. For the purpose of these procedures the reference to children therefore means 'children and young people' throughout.

2. Policy Statement

Dedham Therapy Farm CIC is committed to protecting the welfare of all children as they participate in Dedham Therapy Farm CIC's services and/or activities. Dedham Therapy Farm CIC understands its responsibility to comply with legislation, particularly to ensure that the welfare of children and young people is paramount, and will constantly monitor developments in this field. However, Dedham Therapy Farm CIC recognises that the best protection for children participating in our programmes is the vigilance and forethought of staff and volunteers in preventing circumstances where abuse of trust could occur. To that end, Dedham Therapy Farm CIC will strive to create a safe and secure environment where service users (Farm Assistants), volunteers and staff can work together confidently in mutual respect. We will give equal priority to

keeping all children and young people safe regardless of their age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation. Dedham Therapy Farm recognises that some children are additionally vulnerable because of the impact of discrimination, previous experiences, their level of dependency, communication needs or other issues.

- listening to children and respecting them
- appointing a nominated child protection lead and a member of the board of directors who takes lead responsibility for safeguarding at the highest level in the organisation.
- writing detailed safeguarding and child protection procedures.
- making sure all staff and volunteers understand and follow the safeguarding and child protection procedures.
- ensuring children, young people and their families know about the organisation's safeguarding and child protection policies and what to do if they have a concern.
- building a safeguarding culture where staff, volunteers and children know how they are expected to behave and feel comfortable about sharing concerns.

Dedham Therapy Farm CIC also recognises its responsibility to take appropriate action when a child discloses that they are experiencing abuse or neglect, or if staff / volunteers have a concern about the welfare of a child, and to ensure staff / volunteers have an understanding of what might indicate this and what action to take.

Dedham Therapy Farm encourages young people and children and their support network to feedback any ideas or suggestions they have regarding the safeguarding of children. Dedham Therapy Farm uses an anonymous post box system for Farm Assistants to share feedback and ideas when on the farm setting. There is a feedback form on the Dedham Therapy Farm website specifically for parent/carers/farm assistants to share safeguarding suggestions and feedback.

This policy should be read in conjunction with the Essex Safeguarding Children Board SET Children Protection Procedures (2022).

Dedham Therapy Farm CIC follow their safer recruitment policy. Staff and volunteers are required to have an up to date enhanced,

DBS specifically for this organisation before they are allowed to work alone in any situation with children. Staff and volunteers and students are required to ensure their DBS is kept on the update service.

Dedham Therapy Farm CIC will ensure that the Codes of Conduct and the organisation's safeguarding children, procedures are continually monitored, developed and maintained and are appropriately communicated throughout the staff and volunteer network. Volunteers and staff throughout the organisation are responsible for ensuring that they are, familiar with the Codes, Guidelines and procedures of the organisation, and that new staff and volunteers are appropriately inducted.

Dedham Therapy Farm CIC have appointed a Designated Safeguarding Person who will be responsible for the above, and will also be the person to whom any safeguarding children concerns will, in the first instance, be reported to and who will then discuss and agree the appropriate action to take.

Dedham Therapy Farm CIC's designated Safeguarding Person is: **Amy Boyce**

Contact details : amy.boyce@dedhamtherapyfarm.org.uk **01206 322070**

Dedham Therapy Farm CIC will maintain several policies and procedures geared towards abuse prevention that include, but are not limited to the following topics:

- DBS Checks and safer recruitment.
- Careful selection, training and supervision of staff and volunteers
- Employee and Volunteer Disciplinary Process
- Continuing education for staff
- Procedure for reporting suspected abuse and or bullying
- Missing Child

All staff and volunteers will receive induction training, which will give an overview of the

organisation and ensure they know its purpose, values, services and structure. Relevant training and support will be provided on an ongoing basis, and will cover information about their role, and opportunities for practising skills needed for the work.

Training on specific areas such as safeguarding children, identifying and reporting abuse, and confidentiality of personal information will be given as a priority to new staff and volunteers, and will be regularly reviewed.

3. What is Abuse and Neglect?

Working together to safeguard children (2018) provides the following definitions:

Abuse

A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.

Child on child abuse

Child-on-child abuse is most likely to include, but may not be limited to:

- bullying (including cyberbullying, prejudice-based and discriminatory bullying)
- abuse in intimate personal relationships between children (sometimes known as ‘teenage relationship abuse’)
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm (this may include an online element which facilitates, threatens and/or encourages physical abuse)
- sexual violence, such as rape, assault by penetration and sexual assault; (this may include an online element which facilitates, threatens and/or encourages sexual violence) & Consensual image sharing, especially between older children of the same age, may require a different response. It might not be abusive – but children still need to know it is illegal- whilst non-consensual is illegal and abusive. UKCIS provides detailed advice about sharing of nudes and semi-nude images and videos
- sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be standalone or part of a broader pattern of abuse

- causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party
- consensual and non-consensual sharing of nude and semi-nude images and/or videos (also known as sexting or youth produced sexual imagery)
- upskirting, which typically involves taking a picture under a person's clothing without their permission, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress, or alarm, and
- initiation/hazing type violence and rituals (this could include activities involving harassment, abuse or humiliation used as a way of initiating a person into a group and may also include an online element).

Domestic Abuse

Domestic abuse can encompass a wide range of behaviours and may be a single incident or a pattern of incidents. That abuse can be, but is not limited to, psychological, physical, sexual, financial or emotional. Children can be victims of domestic abuse. They may see, hear, or experience the effects of abuse at home and/or suffer domestic abuse in their own intimate relationships (teenage relationship abuse). All of which can have a detrimental and long-term impact on their health, well-being, development, and ability to learn.

Physical abuse

This may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

Emotional Abuse

Is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These

may include interactions that are beyond the child's development capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying, including cyber-bullying, causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment to a child, though it may occur alone.

Sexual Abuse

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (e.g. rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming of a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Child Sexual Exploitation

Is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if their sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of

technology.

Harmful Sexual Behaviour (HSB)

Children's sexual behaviour exists on a wide continuum, ranging from normal and developmentally expected to inappropriate, problematic, abusive and violent. Problematic, abusive and violent sexual behaviour is developmentally inappropriate and may cause developmental damage. HSB can occur online and/or face-to-face and can also occur simultaneously between the two. HSB should be considered in a child protection context. When considering HSB, both ages and the stages of development of the children are critical factors. Sexual behaviour between children can be considered harmful if one of the children is much older, particularly if there is more than two years' difference or if one of the children is pre-pubescent and the other is not. However, a younger child can abuse an older child, particularly if they have power over them, for example, if the older child is disabled or smaller in stature. Dedham Therapy Farm recognises that often children that display harmful sexual behaviour have often experienced their own abuse or trauma.

Children who have experienced sexual violence display a very wide range of responses to their experience, including in some cases clear signs of trauma, physical and emotional responses, or no overt signs at all. Dedham Therapy Farm remains alert to the possible challenges of detecting those signs and show sensitivity to the needs of the irrespective of how overt the child's distress is.

FGM Female Genital Mutilation

FGM comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long-lasting harmful consequences.

- A relative or someone known as a 'cutter' visiting from abroad.
- A special occasion or ceremony takes place where a girl 'becomes a woman' or is 'prepared for marriage'.
- A female relative, like a mother, sister or aunt has undergone FGM.
- A family arranges a long holiday overseas or visits a family abroad during the summer holidays.
- A girl has an unexpected or long absence from school.
- A girl struggles to keep up in school.
- A girl runs away – or plans to run away - from home.

- Having difficulty walking, standing or sitting.
- Spending longer in the bathroom or toilet.
- Appearing quiet, anxious or depressed.
- Acting differently after an absence from school or college.
- Reluctance to go to the doctors or have routine medical examinations.
- Asking for help – though they might not be explicit about the problem because they're scared or embarrassed

If Staff have concerns regarding FGM. The safeguarding procedure must be followed and details must be reported to relevant services within 48 hours of concern raised.

Prevent

Staff to be aware and trained in prevent training. Staff training database to be kept up to date.

Neglect

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food and clothing
- shelter including exclusion from home or abandonment
- protect a child from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate care-givers)
- ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Recognising Abuse

Child abuse occurs to children of both sexes and all ages, in all cultures, religions, and social classes and to children with and without disabilities. All staff and volunteers should be alert to signs that a child may be at risk of significant harm.

Children who may benefit from Early help intervention

Signs that a child or young person may benefit from early help include:

- displaying disruptive or anti-social behaviour
- being bullied or bullying others
- having poor attendance at school
- being involved in, or at risk of, offending
- having poor general health
- having anxiety, depression or other mental health issues
- misusing drugs or alcohol
- having a particularly challenging relationship with parents or appearing to be unusually independent from their parents
- experiencing difficulties at home, such as domestic abuse, parental substance abuse or parental mental health problems

Some groups of children may be more likely to need early help than their peers. These include children who:

- have been excluded from school
- have special educational needs
- are disabled
- are in care
- are leaving or preparing to leave care

- are young carers
- are young parents (or about to become young parents)
- are experiencing housing issues

Children with special educational needs or disabilities (SEND) or certain medical or physical health conditions can face additional safeguarding challenges both online and offline. Dedham Therapy recognises additional barriers can exist when recognising abuse and neglect in this group of children. These can include:

- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's condition without further exploration
- these children being more prone to peer group isolation or bullying (including prejudice-based bullying) than other children
- the potential for children with SEND or certain medical conditions being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs, and
- communication barriers and difficulties in managing or reporting these challenges.
- cognitive understanding – being unable to understand the difference between fact and fiction in online content and then repeating the content/behaviours in schools or colleges or the consequences of doing so.

The fact that a child or a young person may be LGBT is not in itself an inherent risk factor for harm. However, children who are LGBT can be targeted by other children. In some cases, a child who is perceived by other children to be LGBT (whether they are or not) can be just as vulnerable as children who identify as LGBT.

Risks can be compounded where children who are LGBT lack a trusted adult with whom they can be open. It is therefore vital that staff endeavour to reduce the additional barriers faced and find a safe space for them to speak out or share their concerns with members of staff they trust.

Recording concerns

It's important to record any concerns you may have about a child, to build up an overview of the child's lived experience so patterns of potentially abusive behaviour can be identified. These records should be shared with your nominated child protection lead who will consider all the available information and decide whether a referral to the local child protection services is necessary.

Some general considerations are as follows:

- Identification of child abuse may be difficult; it normally requires both medical and social assessment.
- Different types of child abuse may be present at the same time, e.g. a child who is being sexually abused may also be being physically abused. When enquiring into one type of abuse staff needs to be alert to potential signs of other abuse.
- Always listen carefully to the child – pay particular attention to any spontaneous statement. In the case of children without speech or with limited language, pay attention to their signing or other means of expression, including behavior and play.
- Any delay in seeking medical assistance or indeed none being sought at all, could be an indicator of abuse.
- Beware if explanation of an accident is vague, lacking detail, is inconsistent with the injury, or varies with each telling.
- Take note of inappropriate responses from parents or carers.
- Observe the child’s interaction with the parents – particularly wariness, fear or watchfulness.
- Any history or patterns of unexplained injury/illness requires the most careful scrutiny. The fact that the parent/carer appears to be highly attentive and concerned should not divert attention from the assessment of risk.
- Beware if the child’s injury is inconsistent with the child’s development and mobility.
- Beware if there are indications of or a history of domestic violence. Violence towards adults may also indicate violence towards children and may be emotional abuse, if not physical.
- Children who are being abused often do not say and tend to perceive themselves as deserving of ill treatment. This is particularly so for children who are being emotionally abused.
- All staff should be aware that children may not feel ready or know how to tell someone that they are being abused, exploited, or neglected, and/or they may not recognise their experiences as

harmful. For example, children may feel embarrassed, humiliated, or are being threatened. This could be due to their vulnerability, disability and/or sexual orientation or language barriers. This should not prevent staff from having a professional curiosity and speaking to the designated safeguarding lead (DSL). It is also important that staff determine how best to build trusted relationships with children and young people which facilitate communication.

Human Rights Act

The Human Rights Act 1998 (HRA) sets out the fundamental rights and freedoms that everyone in the UK is entitled to and contains the Articles and protocols of the European Convention on Human Rights (ECHR) (the Convention) that are deemed to apply in the UK. It compels public organisations to respect and protect an individual's human rights when they make individual decisions about them.

- Article 3: the right to freedom from inhuman and degrading treatment (an absolute right)
- Article 8: the right to respect for private and family life (a qualified right) includes a duty to protect individuals' physical and psychological integrity
- Article 14: requires that all of the rights and freedoms set out in the Act must be protected and applied without discrimination,
- Protocol 1, Article 2: protects the right to education. Being subjected to harassment, violence and or abuse, including that of a sexual nature, may breach any or all of these rights, depending on the nature of the conduct and the circumstances. Further information (including on absolute and qualified rights) can be found at [Human Rights | Equality and Human Rights Commission](#).

Schools and colleges have obligations under the Equality Act 2010 (the Equality Act). According to the Equality Act, schools and colleges must not unlawfully discriminate against pupils because of their sex, race, disability, religion or belief, gender reassignment, pregnancy and maternity, or sexual orientation (protected characteristics). Whilst all of the above protections are important in the context of safeguarding, this guidance and the legal duties placed on schools and colleges and settings, in relation to safeguarding and promoting the welfare of children, governing bodies and proprietors should carefully consider how they are supporting their pupils and students with regard to particular protected characteristics - including disability, sex, sexual orientation, gender reassignment and race.

Provisions within the Equality Act allow schools and colleges to take positive action, where it can be shown that it is proportionate, to deal with particular disadvantages affecting pupils or students with a particular protected characteristic in order to meet their specific need. This includes a duty to make reasonable adjustments for disabled children and young people, including those with long term conditions. A setting, could, for example, consider taking positive action to support girls if there was evidence they were being disproportionately subjected to sexual violence or sexual harassment.

Data Protection and GDPR

It is important that governing bodies and proprietors are aware that among other obligations, the Data Protection Act 2018, and the UK General Data Protection Regulation (UK GDPR) place duties on organisations and individuals to process personal information fairly and lawfully and to keep the information they hold safe and secure.

Online Safety

Dedham Therapy Farm doesn't not provide access to internet or any other forms of social media. However recognises the responsibility it has in supporting young people to understand the importance of safety online. Dedham Therapy Farm is likely to be in regular contact with parents and carers. Those communications should be used to reinforce the importance of children being safe online.

4. Staff Member/Volunteer Code of Conduct

It is important that both service users and staff members/volunteers can participate in Dedham Therapy Farm CIC activities in a safe and secure environment. This Code of Conduct has been developed for the protection of both service users and staff members/volunteers. To this end, Dedham Therapy Farm CIC expects all its staff members/volunteers to abide by this Code of Conduct.

Each Staff member/Volunteer:

- Will abide by the Guiding Principles and Programme rules of Dedham Therapy Farm CIC in all activities as a Dedham Therapy Farm CIC staff member/volunteer
- Will inform Dedham Therapy Farm CIC of any relevant police record or other factor, or any change in their circumstances, which may make them unsuitable either as a Dedham Therapy Farm CIC volunteer or for any particular Dedham Therapy Farm CIC activity.
- Recognises that the role of a Dedham Therapy Farm CIC staff member/volunteer places them in a position of trust with regard to all children who are service users participating

in Dedham Therapy Farm CIC programmes, the Dedham Therapy Farm CIC organisation, and to colleagues in the staff member/volunteer and staff network, and undertakes to uphold that trust at all times.

- Undertakes to maintain, within the organisation's procedures, the confidentiality of any information relating to other staff members/volunteers, supporters, students or staff members made available to them in the course of the role as a Dedham Therapy Farm CIC staff member/volunteer.
- Will not knowingly place themselves in a situation where the Staff member/ volunteer is alone with a child or young person and will endeavour to ensure, as far as possible, that there is another adult in attendance at any meetings.
- Will ensure that any Dedham Therapy Farm CIC activities involving children outside the normal activities are agreed and approved by their line manager in advance.
- Will not behave in any way, physically or verbally, that could be offensive
- Remember at all times that interactions between themselves and service users must be such that no reasonable person observing that interaction could construe its nature as abusive.

If you follow these simple guidelines, Dedham Therapy CIC staff, volunteers and service users will work confidently together in mutual respect.

5. Action to be taken if a child or young person discloses to you abuse by someone else.

- If a child who is a service user approaches you about an issue of abuse of trust, you must proceed with great caution.
- The Staff/Volunteer's Code of Conduct specifies that a Staff member/ volunteer should not place themselves in a situation where they are alone with a service user who is a child. However, it is possible that a service user will be unwilling to make disclosures of

this nature in anything but a one-to-one situation. The Service user's needs must take priority in this situation. Ask if the service user would like someone else to be present – an adult or a friend - but if they decline; proceed with the interview, taking extra care with your behaviour and body language.

- Without stopping the child from disclosing, but if possible before the child goes into detail, explain the consequences of you knowing and the action you will take. Assure them that you will offer support but must pass any information to another professional who may take appropriate action. Explain that this may be the Designated Safeguarding Person, as identified in section 6, and Social Care.
- Keep calm and listen to the child - do not have physical contact at any time. Allow the child to speak without interruption, accepting what is said.
- Do not make judgments or offer opinion, and as soon as is practically possible, make an accurate written record of what the child has said, being careful to use their own words as accurately as possible
- Explain what will happen next. Find out when the child is next due to see the individual who is the subject of the complaint. (You will then be able to make a judgement as to the appropriate timing of your follow-up actions to ensure that the child remains safe.)
- If the complaint concerns a situation not related to Dedham Therapy Farm CIC (e.g. at home or at school), refer the complaint directly to the Designated Safeguarding Person. Pass on all information disclosed to you by the child.
- If the complaint concerns a Dedham Therapy Farm CIC staff member/volunteer, staff member or adult where the contact between that individual is a direct result of Dedham Therapy Farm CIC activity, immediately inform the Named Designated Person as identified in section 6 who will then initiate the procedure.
- Concerns about the welfare of a child, including the possibility of abuse or neglect, may also be raised by behaviour or other indicators noticed by a member of staff / volunteer, but not disclosed by the child. In these instances, it is equally important to take action, and these concerns should be raised and discussed with the Designated Safeguarding Person.



6. Dedham Therapy Farm CIC procedures for dealing with suspected abuse of trust

by staff members/volunteers:

When dealing with issues concerning abuse of trust, Directors must remember that the welfare of the children participating in Dedham Therapy Farm CIC is paramount, but that we also have a responsibility to ensure that our staff & volunteers are treated fairly and with respect. This procedure is designed to meet both those objectives. The Directors should ensure that every member is fully aware of these procedures.

Essex Safeguarding Adults Board has a clear procedure for managing concerns in relation to adults, and Dedham Therapy Farm CIC will adopt these procedures in the event of an appropriate concern.

The first requirement of these procedures is for each organisation to identify a Named Designated Person to whom such concerns should be, in the first instance, reported. (Wherever possible, this should be a different person to the Designated Safeguarding Person)

Dedham Therapy Farm CIC Named Designated Person is

Amy Boyce: - amy.boyce@dedhamtherapyfarm.org.uk – 01206 322070

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If this person is unavailable or is the subject of the allegation, then the alternative person to contact is:

Megan Dack:- megan.dack@dedhamtherapyfarm.org.uk – 01206 322070

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On receipt of a concern when an individual may have:

- Behaved in a way that has harmed a child, or may have harmed a child
- Possibly committed a criminal offence against or related to a child
- Behaved in a way that indicates s/he may not be suitable to work with children

The Named Designated Person will contact the LADO (Local Authority Designated Officer) who will consider, with the Named Designated Person, the most appropriate way forward.

It is essential that nothing is done to investigate the concern before contacting the LADO as this can contaminate evidence if a police investigation is deemed appropriate.

If the concern meets the above criteria, then the procedure outlined in the document 'Are you concerned about an adult working or volunteering with children?', this can be found on the Essex Safeguarding Children Board website, procedures will be followed.

Procedure for Safeguarding concern with a child

Emergency protocol

- Staff with concern to share with DSL designated safeguarding lead the immediate concern
 - If the DSL assesses the person is in immediate danger, or the abuse has happened where they live, the DSL will immediately call the local authority safeguarding team or the police.
 - If they're not in immediate danger, you must call the local authority safeguarding team within 24 hours and make a telephone referral.
 - Be guided by the safeguarding team or police on any further actions required of you.
- Always follow up your call with a written referral.
- Always document all information disclosed in progress notes and use the disclosure form.

NON - Emergency protocol

- Staff member or volunteer disclosed to, to fill in a disclosure form with individuals of concern and to document information in progress notes.
- Staff member or volunteer to share form and have minuted meeting with DSL Designated Safeguarding lead.
- DSL to share information with the rest of Management and minute meeting.

- Management and DSL to make decisions on how to proceed, using risk assessment tools, and other governing bodies i.e consultation line, as to whether disclosure warrants reporting to external body and to document the outcome on the form.
- If an allegation involves a member of the team. Management and DSL to hold minuted meeting with the alleged.
- If staff DTF staff accused, staff member or volunteer to be suspended upon further investigation.
- All communication with rest of team to cease until investigation complete
- Alleged to keep line of communication open with management, DSL and investigating body. All communication to be in writing or minuted.
- All documentation to be kept until retirement age of the alleged staff member
- All documentation to be kept on file for 25 years in relation to vulnerable person.
- Any false allegations or unfounded allegations will be permanently deleted and destroyed immediately. Other than information documented in session progress note.

Contacts for safeguarding board in Essex

- If you have an immediate safeguarding concern call 0345 603 7627 and ask for the priority line.
- Out of hours or bank holidays, call the emergency duty team on 0345 606 1212.
- You can also report a level 3 or 4 concern using the online form.

The Children and Families Hub continues to offer a consultation line for professionals providing advice and guidance. This can be accessed by calling 0345 603 7627 and asking for the 'Consultation Line'.

Support to Staff and Volunteers

Dedham Therapy Farm will support staff and volunteers in these circumstances. If the social services department needs further involvement from staff or volunteers following a report of abuse, a member of the management team will discuss with the social services department the nature of their needs and how they might be met.

To protect staff, volunteers and Farm Assistants Dedham Therapy Farm CIC will have the following in place;

- Lone working procedure and policies
- Risk assessments done for each Farm Assistant, lone working
- Safer recruitment of staff and volunteers
- Annual training in safeguarding level 2 and ongoing in house training and updates.
- Regular supervision with Management
- Working collaboratively with other professional supporting Farm Assistants,
- Each Farm Assistant has a referral form and initial assessment completed.

All directors on the board shall complete safeguarding training in order for them to ensure competency in safeguarding and child protection. Their training should be regularly updated and should equip them with the knowledge to provide strategic challenge to test and assure themselves that the safeguarding policies and procedures in place at the farm are effective and support the delivery of a robust whole company approach to safeguarding.

Dedham Therapy Farm will keep their policies, procedures and risk assessments under constant review to protect all children. Reports of sexual violence, harassment or any safeguarding or child protection concerns (especially where there is evidence of patterns of behaviour) may point to environmental and or systemic problems that could and should be addressed by updating relevant policies, procedures or risk assessments. Alongside this, patterns identified may also be reflective of the wider issues within a local area and it would be good practice to share emerging trends with safeguarding partners.

Record of safeguard disclosure or concern

Date and time of disclosure	
Name of person making disclosure	
Name of Staff taking disclosure information	
Others present	
Names of the alleged	
Names of others involved	
Has the individual been informed that the information shared must be shared with DSL and other services?	
Does the person have capacity?	
Has the DSL been informed and been given a copy of this form?	
Management meeting completed?	
Has a disclosure to social services been done by DSL?	
Other comments	



Reviewed By: Amy Boyce – Designated Safeguarding Lead - HCPC registration number OT80122

Signature:

A handwritten signature in black ink that reads "Amy Boyce".