

Next review due July 2027



Version number	Date of changes	Who	Review summary
0	Feb/March 2025	Gylda Nunn	New Procedures. Major review following best practice advice from Suffolk Community Action combining adult at risk and child policy into one document but procedures remain separate for child and adults (GN2a and GN2b)
1	December 2025	Tim Freathy	Additions required by commissioner's recent audits.
2	June 2026	MLL	Changed DSL/DDSL contact details
3	August 2026	T Freathy	KCSiE 2026 revisions

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- GN2 Safeguarding Policy sets out our safeguarding principles and responsibilities.
- GN2a explains procedures for safeguarding adults at risk.
- GN2b explains procedures for safeguarding children.

1. Quick Reference Flowchart for Reporting Safeguarding Concerns

See it. Recognise it. Report it.

If the matter is urgent because a child is in immediate danger phone 999 for the Police.

See it.

Are they safe? If you are concerned about a child you could help stop abuse if you follow the safeguarding policy and procedure (use this flowchart)

It is not your responsibility to decide if abuse has happened. It IS your responsibility to report it to the Designated Safeguarding Lead and/ or appropriate authority



Recognise it.

- Share your concerns/ information with the Designated Safeguarding Lead/ Deputy Designated Safeguarding Lead.
- *For concerns about a child (under 18 years of age):* Use the *Suffolk Thresholds of Needs Matrix* to guide your discussions on thresholds for safeguarding referrals
- If you need to discuss whether or not a referral is required, call the MASH Professional Consultation Line on 0345 6061499 to speak with a MASH social worker - or use their webchat
- If there is immediate danger to the child call 999 for the Police.



Report it

If you have a concern about a child and need to make a safeguarding referral use the relevant online [Suffolk Children and Young people's Portal](#)

Contact information

Safeguarding referral: [Via portal.](#)

Customer First [0808 800 4005](#)

MASH Professionals Consultation line [03456 061 499](#)

Police: 999 if it is an emergency

Designated Safeguarding Lead: Tim Freathy:

tel. 07816 828016

email: tim@depden.com

Deputy Designated Safeguarding Lead: Nicola King:

tel. 07542 502610

email: duffnut660@gmail.com

Safeguarding Trustee: Gylfa Nunn:

tel. 07747670741

email: gylfanunn@aol.com

Notes: reporting for CYP

- Parents/ carers should be advised that you are making a referral unless this might put the child at risk or cause any delay in referring
- **Local Authority Designated Officer (LADO) Referrals**
If you have concerns about an adult working with a child under the age of 18 that you would like to report, [access the LADO page for more information](#)

Remember ALL notes will be disclosable should a formal or criminal investigation occur. *Ensure that your notes are signed, dated, professional, separate opinion from fact, are recorded verbatim using the same words as were used during the disclosure.*

Safeguarding and promoting the welfare of children is everyone's responsibility. 'Children' includes everyone under the age of 18. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child centred. This means that they should consider, at all times, what is in the best interest of the child.

(Keeping Children Safe in Education 2026)

This document is compliant with DfE statutory guidance, Keeping Children Safe In Education 2026, Working together to Safeguard Children (2023) the Prevent Duty Guidance and Information Sharing Advice for Practitioners.

2. Purpose

To help keep children safe from abuse and to equip staff and volunteers about safeguarding so they can See it. Recognise it. Report it. Safeguarding is everyone's responsibility.

All members of staff (paid and unpaid) are required to report any suspected abuse and be aware of the appropriate reporting and support procedure for safeguarding. Staff will exercise a 'professional curiosity' and will be alert to the fact that safeguarding issues can manifest themselves in any number of ways including, child-on-child abuse, child-on-adult abuse, service users can abuse service provider staff.

Staff will respond to all concerns, worries, suspicions, disclosures, allegations. If there is a safeguarding concern staff must not keep information about their concerns to themselves they must follow the procedure in the flowchart below for reporting safeguarding concerns.

The Safeguarding Officer(s) discharge their safeguarding functions in a way that ensures that children at risk of harm are safeguarded from harm and promotes their welfare. They are responsible for following up any suspected reports of abuse and for informing the police or other appropriate external bodies.

The Board of Trustees is responsible for safeguarding governance and may discharge some of the functions to the Director who is responsible for supervision of these activities.

3. Definitions

A child is anyone up until their 18th birthday.

"Safeguarding and promoting the welfare of children" is defined in Working Together 2023 as:

- Providing help and support to meet the needs of children as soon as problems emerge
- Protecting children from maltreatment, whether that is within or outside the home, including online
- Preventing impairment of children's mental and physical health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- Promoting the upbringing of children with their birth parents, or otherwise their family network through a kinship care arrangement, whenever possible and where this is in the best interests of the children
- Taking action to enable all children to have the best outcomes in line with the outcomes set out in the Children's Social Care National Framework.

Staff refers to paid staff and volunteers.

3.1 Children missing from Education

Children missing education, particularly persistently, can act as a vital warning sign to a range of safeguarding issues including neglect, child sexual abuse and child sexual and child criminal exploitation.

It is important that the setting's response to children missing from education supports identifying such abuse and also helps prevent the risk of them going missing in the future. This includes when problems are first emerging but also where children are already known to LA children's social care and need a social worker (such as on a child in need or child protection plan, or as a looked after child), where going missing from education may increase known safeguarding risks within the family or in the community. As such, all staff should be aware of the farm's safeguarding response to children missing from education.

When a child goes missing from the farm, the farm's missing persons policy must be followed, which includes first day calling. In the case of children, the relevant local authority must also be informed.

3.2 Child on Child abuse

Child on child abuse should never be dismissed as banter, horseplay, part of growing up or just friends falling out.

All staff should be aware that children can abuse other children (often referred to as child-on-child abuse), and that it can happen both inside and outside of the farm and online. All staff should be clear as to the farm's policy and procedures with regard to child-on-child abuse and the important role they have to play in preventing it and responding where they believe a child may be at risk from it.

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)
- 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 videos¹¹ (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).

3.3 Mental Health

Mental health concerns can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation..

- Staff should be alert to signs of poor mental health, such as withdrawal, changes in mood, eating or sleeping patterns, self-harm, or talk of suicide.
- Concerns should be discussed promptly with the Designated Safeguarding Lead (DSL) and recorded.
- Where appropriate, referrals will be made to Early Help, Children's Social Care, or specialist mental health services (e.g. CAMHS).
- Staff are not expected to diagnose mental health conditions but should ensure children receive appropriate support and intervention.

3.4 Online Safety

Millennium Farm Trust believes that children and young people should never experience abuse of any kind and that they should be able to use the internet for education and personal development, at the farm when required to do so but safeguards need to be in place to ensure they are kept safe at all times.

We recognise that:

- the online world provides everyone with many opportunities; however it can also present risks and challenges
- we have a duty to ensure that all children, young people and adults involved in our organisation are protected from potential harm online
- we have a responsibility to help keep children and young people safe online, whether or not they are using Depden Care Farm's network and devices
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare and in helping young people to be responsible in their approach to online safety
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse.

The use of the internet and social media is restricted at that farm. Wifi is password protected and customers only use the internet for farm related purposes (eg research) under supervision. None the less, we will always seek to keep children and young people safe by:

- Appointing the DSL as the online safety
- providing clear and specific directions to staff and volunteers on how to behave online through our social media policy.
- supporting and encouraging the young people using our service to use the internet, social media and mobile phones in a way that keeps them safe and shows respect for others
- supporting and encouraging parents and carers to do what they can to keep their children safe online
- developing clear and robust procedures to enable us to respond appropriately to any incidents of inappropriate online behaviour, whether by an adult or a child or young person
- reviewing and updating the security of our information systems regularly
- providing supervision, support and training for staff and volunteers about online safety
- examining and risk assessing any social media platforms and new technologies before they are used within the organisation.
- Staff should be aware of the risks associated with AI generated images, manipulated images, deepfake technology and online coercion.

3.5 Managing Online Safety as Part of Provision

Where access to the internet or digital technology forms part of the provision at Depden Care Farm, we will ensure:

- Children are supervised when accessing online resources.
- Appropriate filters and monitoring systems are in place on all devices provided by the organisation.
- Online safety is included in staff safeguarding training and in awareness-raising with pupils.

3.6 Remote Sessions

Depden Care Farm does not routinely provide remote teaching or online sessions. If circumstances change and remote sessions are introduced, this policy will be updated to set out clear protocols for safe practice, including parental consent, secure platforms, and staff training.

3.7 Ongoing Awareness and Safety Outside of Provision

We recognise that safeguarding responsibilities extend beyond the farm, as children may be at risk online outside of care farm hours. Our approach aligns with the four areas of risk identified in *Keeping Children Safe in Education (2026)*:

Content – being exposed to illegal, inappropriate, or harmful material (e.g. pornography, extremism, self-harm content).

1. **Contact** – harmful online interaction with other users, including grooming, bullying, or exploitation.
2. **Conduct** – children’s own online behaviour, which may increase the likelihood of harm, such as sharing personal information or engaging in aggressive or illegal activity.
3. **Commerce** – exposure to financial risks such as online gambling, scams, phishing, and inappropriate advertising.

Staff will:

- Raise awareness with children about safe online behaviour.
- Reinforce messages about risks during provision where appropriate.
- Support parents/carers with guidance and signposting to resources on online safety.
- Report safeguarding concerns arising from online activity in line with this policy.

The Director has responsibility for ensuring appropriate filtering and monitoring systems are in place, proportionate to the level of internet access provided. Given the limited supervised internet use at Depden Care Farm, arrangements are reviewed annually as part of the safeguarding review.

4. Key Principles

- Safeguarding is everybody’s responsibility
- Millennium Farm Trust’ commitment to keeping children and young people safe is regularly and consistently referenced in all our key policies, procedures, website and appropriate documents.
- Millennium Farm Trust communicates its safeguarding policies and procedures to all staff. This is done as part of induction, at supervision for relevant roles and policies and procedures are available on the staff ‘shared drive’ under policies and procedures: safeguarding
- Millennium Farm Trust communicates its safeguarding policies and procedures to all staff and relevant stakeholders, including the children and young people we support through its website, staff and documentation. Safeguarding updates on practice or referral routes etc is a standing item on internal team meeting agendas.
- Millennium Farm Trust communicates its safeguarding policies and procedures to its Board Members as part of a standing agenda item at Board meetings.

5. Reporting a Concern

If you are worried about a child, follow the ‘Reporting concerns’ flowchart above and talk to Millennium Farm Trust Designated Safeguarding Lead to discuss your concerns at the very earliest opportunity. Do not delay.

If a child is at immediate risk of significant harm, any member of staff may make a referral directly to Children's Social Care or the Police. The DSL should be informed as soon as practicable.

Staff should be professionally curious where explanations appear inconsistent or do not fully account for the concerns observed.

Do Not Investigate

Staff must never investigate allegations themselves. Staff’s role is to Recognise, Respond, Record and Report. Nothing more.

You can also seek advice from the MASH Professional Consultation Line: 0345 6061499

The MASH consultation line is for you to discuss the most appropriate and effective way of providing or obtaining help and support for a child (or adult) you feel is at risk of abuse. This will include advice and guidance about making a referral where necessary, including how to involve parents.

In Early Help cases no Multi Agency Referral Form should be sent to the MASH without prior discussion with the Practice Lead or Team manager of the relevant Early Help team.

Where a child and family have an allocated Social Worker, you will need to contact the named Social Worker Directly to discuss any concerns.

For children referred to Depden Care Farm from a school or third-party alternative education provider, the DSL or DDSL will report safeguarding concerns to the school or alternative education provider immediately. The DSL or DDSL will record that there has been a concern regarding the child concerned, and the date and time they passed the information on to the school's DSL. They will retain evidence of receipt by the school.

As stated in our missing person's policy, the DSL will immediately inform the school's DSL so they may follow up the absence.

6. Recording a Concern

- LearnTrek is a specialized, cloud-based information management software designed for Alternative Provision (AP), specialist education settings and social care provision to track, manage, and report on an individual's progress. It provides tools for managing safeguarding, attendance, behaviour tracking, target management, incident reporting, and create detailed reports for stakeholders when required.
- All safeguarding incidents are to be reported via LearnTrek.
- Complete Safeguarding Tab for the individual on LearnTrek without delay.
- Describe the circumstances in which the concern came about and what action you took/ guidance you gave.
- Clearly separate facts and opinions, in order to ensure that information is as accurate as possible.
- If someone has told you about the harm or abuse, use the words the person themselves used. If someone has written to you (including by email, message) include a copy with the form.

7. Recognising Child Abuse

Abuse can take many forms and the examples in the definitions below are not exhaustive. There may be other situations not covered in the examples below that give you concern for a child's safety and wellbeing. If you have a concern follow the reporting flowchart.

7.1 Definitions of abuse

Physical Abuse

Physical abuse 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

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 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 of a child, though it may occur alone.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving high levels of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (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 online images, watching sexual activities, or 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 also commit acts of sexual abuse as can other children.

Neglect

Neglect is 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, clothing and 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.

Definitions from Working together to safeguard children, (2023)

STAFF MUST ALSO BE AWARE OF THE FOLLOWING SAFEGUARDING ISSUES

7.2 Domestic abuse

The Millennium Farm Trust will act in accordance with the Domestic Abuse Act 2021 and local safeguarding procedures including making a referral if it seems reasonable to suspect that:

- a child sees, hears, experiences or is otherwise aware of domestic abuse – i.e. that domestic abuse is part of their experience of family life. This applies regardless of whether they actually witness any particular event or are physically harmed, and
- the non-abusing parent will not be able – for whatever reason – to ensure the safety and well being of their child without significant professional assistance and support.

(Refer to the Domestic Abuse guidance on the Suffolk Safeguarding Partnership website for further guidance and accompanying Millennium Farm Trust procedure for more information).

7.3 Vulnerable to radicalisation (VTR) or influenced by Extremism

We will act in accordance with the policies and procedures on the Suffolk Safeguarding Partnership website for PREVENT. Those who work in frontline support roles will often be the first to notice if someone displays concerning

behaviour. Staff should follow the principles of Notice Check Share if they have a concern about an individual who may be susceptible to becoming involved in terrorism.

Staff may notice a change in a child behaviour that may suggest they are vulnerable to violent extremism. After having discussed concerns with appropriate colleagues, being mindful of confidentiality, where the staff member still has concerns that the individual may be vulnerable to violent extremism, a Vulnerable To Radicalisation (VTR) referral form is to be completed and sent to the preventreferrals@suffolk.pnn.police.uk. For urgent safeguarding concerns call Customer First 0808 800 4005

UNLIKE SAFEGUARDING STAFF MUST NOT DISCUSS CONCERNS WITH THE INDIVIDUAL PRIOR TO REFERRAL

Who is Vulnerable to Radicalisation?

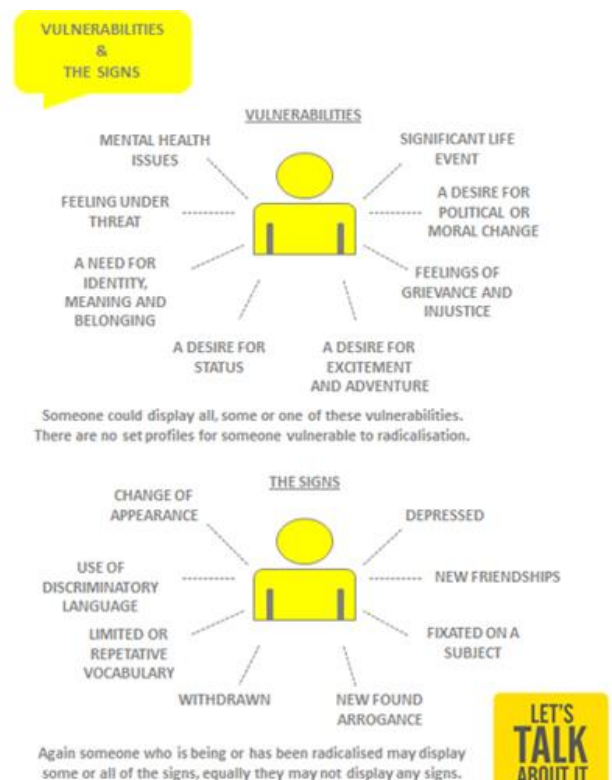
People who are vulnerable to radicalisation come from all walks of life, genders, ages and social groups, income levels, professions etc.

There is no profile for someone who could be drawn into terrorism.

Extremism is any form of extremism; this includes extreme right-wing views, animal rights issues as well as religious views. It is unhelpful to have a narrow view of who can be VTR. It is important to keep an open mind.

Looking at the factors associated with a person who becomes vulnerable to it can be helpful to look at.

This guide is to help you refer concerns about an individual who may be vulnerable to being drawn into terrorism. Below are questions which may help you to quantify and structure your concerns. The list is not exhaustive and other factors may be present, but they are intended as a guide to help communicate your professional judgement about what has led you to make a referral.



Faith / Ideology

- Are they new to a particular faith / faith strand?
- Do they seem to have naïve or narrow religious or political views?
- Have there been sudden changes in their observance, behaviour, interaction or attendance at their place of worship / organised meeting? Have there been specific examples or is there an undertone of “Them and Us” language or violent rhetoric being used or behaviour occurring?
- Is there evidence of increasing association with a closed tight knit group of individuals / known recruiters / extremists / restricted events?
- Are there particular grievances either personal or global that appear to be unresolved / festering?
- Has there been an increase in unusual travel abroad without satisfactory explanation?

Personal / Emotional / Social Issues

- Is there conflict with their families regarding religious beliefs / lifestyle choices? Is there evidence of cultural anxiety and / or isolation linked to insularity / lack of integration? Is there evidence of increasing isolation from family, friends or groups towards a smaller group of individuals or a known location?
- Is there history in petty criminality and / or unusual hedonistic behaviour (alcohol/drug use, casual sexual relationships, and addictive behaviours)?
- Have they got / had extremist propaganda materials (DVD's, CD's, leaflets etc.) in their possession?
- Do they associate with negative / criminal peers or known groups of concern?
- Are there concerns regarding their emotional stability and or mental health?
- Is there evidence of participation in survivalist / combat simulation activities, e.g. paint balling?

Risk / Protective Factors

- What are the specific factors which are contributing towards making the individual more vulnerable to radicalisation? e.g.; mental health, language barriers, cultural anxiety, impressionability, criminality, specific grievance, transitional period in life etc.
- Is there any evidence of others targeting or exploiting these vulnerabilities or risks?
- What factors are already in place or could be developed to firm up support for the individual or help them increase their resilience to negative influences? E.g. positive family ties, employment, mentor / agency input etc.

8. Information Sharing Procedures Relating to Safeguarding Children

To be read in conjunction with the Millennium Farm Trust **HR6 Personal Information Policy**

Through the safe and effective sharing of information it aims to ensure that vulnerable adults and or children get the support they require from external services and that the people it works with are protected from harm, abuse or neglect. It also seeks to prevent them from offending.

In many reviews into deaths of children the lack of information sharing between agencies and organisations is often highlighted as a contributory, if not causal, factor in the death. It is imperative that staff understand the requirement to share safeguarding information in order to protect vulnerable children from harm.

Confidentiality and information sharing must be integrated across all aspects of Millennium Farm Trust services and management as its users have the right to privacy and confidentiality and to understand when “secrets” cannot be protected for their best interests.

8.1 Information Sharing Definitions

Confidentiality: Not all information is confidential. Confidential information is information of some sensitivity, which is not already lawfully in the public domain or readily available from another public source, and which has been shared in a relationship where the person giving the information understood that it would not be shared with others.

THE ORG understands confidentiality to mean that no information regarding a service user shall be given directly or indirectly to any third party which is external to the Staff, without that service user's prior expressed consent to disclose such information.

Breach of confidentiality: Confidence is only breached where the sharing of confidential information is not authorised by the person who provided it or to whom it relates. If the information was provided on the understanding that it would be shared with a limited range of people or for limited purposes, then sharing in accordance with that understanding will not be a breach of confidence. Similarly, there will not be a breach of confidence where there is explicit consent to the sharing.

Even where sharing of confidential information is not authorised, Millennium Farm Trust may lawfully share it if this can be justified in the public interest.

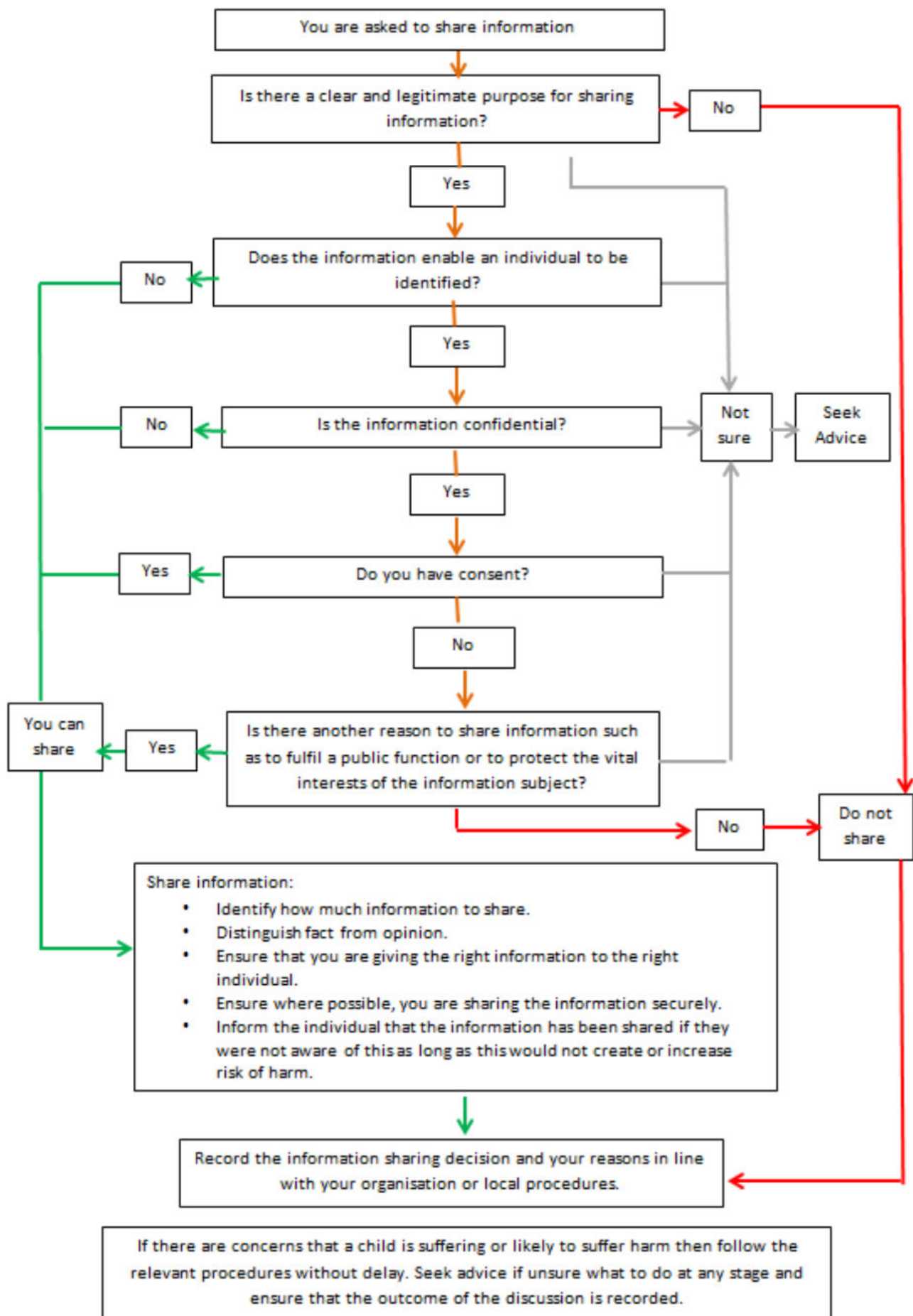
Seeking consent should be the first option, if appropriate. Where consent cannot be obtained to the sharing of the information or is refused, or where seeking it is likely to undermine the prevention, detection or prosecution of a crime, the question of whether there is a sufficient public interest must be judged by the Manager with the CE on the facts of each case.

Therefore, where you have a concern about a child or young person, you should not regard refusal of consent as necessarily precluding the sharing of confidential information

Public interest: A public interest can arise in a wide range of circumstances, for example, to protect children or other people from harm, to promote the welfare of children or to prevent crime and disorder. There are also public interests, which in some circumstances may weigh against sharing, including the public interest in maintaining public confidence in the confidentiality of certain services. The key factor in deciding whether or not to share confidential information is proportionality, i.e. whether the proposed sharing is a proportionate response to the need to protect the public interest in question.

Serious crime: This means any crime which causes or is likely to cause significant harm to a child or young person or serious harm to an adult.

8.2 Information Sharing Flowchart



9. Responsibilities Of Millennium Farm Trust DSL

This role will work closely with the senior Board level lead. The Designated Safeguarding Officer's (DSL's) role is to support other staff to recognise the needs of children, including identifying and responding to possible abuse. The role will be given sufficient resource and, supervision and support them to fulfil their child welfare and safeguarding responsibilities effectively

They will discharge their safeguarding functions in a way that ensures that children are safeguarded from harm, and promotes their welfare. They will:

- manage referrals
- work with schools
- support staff
- maintain safeguarding records
- ensure transfer of safeguarding files
- undertake Level 3 DSL safeguarding training
- complete refresher training every two years
- receive regular safeguarding updates
- oversee online safety
- oversee filtering and monitoring (where applicable)
- oversee low-level concerns
- maintain safeguarding chronology
- quality assure safeguarding records

In the case of allegations made against Millennium Farm Trust Staff (including volunteers) the Designated Safeguarding Lead will work with the LADO and must follow local Suffolk County Council/SSP procedures. In cases of actual or suspected abuse by a member of Millennium Farm Trust staff the Designated Safeguarding Lead in consultation with the LADO will ensure the Police and/or other statutory bodies like Social Services are informed as appropriate. The victim must be protected from further abuse while the Police/ external agencies conduct their own investigation.

If not already aware any allegation must be reported to the DSL unless the DSL is the alleged perpetrator, in that situation the report will be made to the Millennium Farm Trust Deputy Designated Safeguarding Lead (DDSL).

Any information held either electronically or in hard copy will be held securely in a password protected document or sealed envelope in a secure, locked cabinet/drawer. Any electronic database used for recording and reporting abuse internally will protect the identity of the child and use an identifying code rather than the name so as to ensure confidentiality.

10. Responsibilities Of The Millennium Farm Trust Safeguarding Trustee

The Charity Commission is clear that Trustees have primary responsibility for; while some responsibilities can be delegated over all responsibility lies with the Board.

To enable the Board not only to support the management and staff team in the organisation, including the DSL and DDSL, but also to provide an important mechanism for critically evaluating the information presented to the Board by the management team, and, where necessary, challenging and checking it out.

To ensure that Millennium Farm Trust is taking steps to safeguard and take responsibility for the children with whom it works and is acting in their best interests, taking all reasonable steps to prevent any harm to them, assessing and managing risk, ensuring safeguarding policies and procedures are in place, undertaking ongoing monitoring and reviewing of policies and procedures including complaints and recruitment, to ensure that safeguards are being implemented and are effective, that Millennium Farm Trust is responding appropriately to allegations of abuse.

The Board will receive: annual safeguarding report, safeguarding audit findings, review lessons learned and safeguarding training updates.

11. Appendices

Appendix A: Procedures For Reporting Allegations Against Staff

The following procedures must be followed and referred to as necessary: -

- Early Help assessment (Formerly Common Assessment Framework CAF)
- Child In Need (CIN)
- Domestic abuse

1. Allegations Management: Allegations of abuse or malpractice against a member of staff (including volunteers).

It is essential that any allegation of abuse made against a person who works/volunteers with children and young people are dealt with fairly, quickly, and consistently, in a way that provides effective protection for the child, and at the same time supports the person who is the subject of the allegation.

It also caters for cases of allegations that might indicate that the alleged perpetrator is unsuitable to continue to work with children in their present position, or in any capacity. This may be due to concerns about the persons conduct in their personal or professional life that might indicate their unsuitability to work with children. It should be used in respect of all allegations where it is alleged that a person who works/volunteers with children has:

- 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 in a way that indicates s/he is unsuitable to work with children.

2. Reporting procedure for Allegations

If the allegation is against a Millennium Farm Trust member of staff the allegation must be reported immediately, at least within one working day, to the Millennium Farm Trust Designated Safeguarding Lead.

If the allegation is against the Designated Safeguarding Lead then the allegation must be reported to the Millennium Farm Trust Deputy Designated Safeguarding Lead. The Millennium Farm Trust Designated Safeguarding Lead/or Deputy must then report the allegation to the Local Area Designated Officer (LADO) on the same day.

Contact details for LADO's: 0300 123 2044

Email: lado@suffolk.gov.uk

[See embedded guidance from the Suffolk Safeguarding Partnership regarding Managing allegations for full details.](#)

The LA Designated Officer (LADO) will discuss the matter with the Millennium Farm Trust Safeguarding Officer and, where necessary, obtain further details of the allegation and the circumstances in which it was made. The discussion should also consider whether there is evidence/information that establishes that the allegation is false or unfounded.

If the allegation is not patently false and there is cause to suspect that a child or young person is suffering, or is likely to suffer, significant harm, the LADO should immediately inform the police and convene a similar discussion to decide whether a police investigation is needed. That discussion should also involve the employer.

3. Action following initial consideration

Where the initial evaluation decides that the allegation does not involve a possible criminal offence, it is dealt with by the Millennium Farm Trust Safeguarding Officer or Chair. In such cases, if the nature of the allegation does not require

formal disciplinary action, appropriate action should be instituted within three working days. If a disciplinary hearing is required and can be held without further investigation, the hearing should be held within 15 working days.

Where further investigation is required to inform consideration of disciplinary action, the Safeguarding Officer or Chair will discuss who will undertake that investigation with the LADO. In some settings and circumstances, it may be appropriate for the disciplinary investigation to be conducted by a person who is independent of Millennium Farm Trust or the person's line manager to ensure objectivity. In any case, the investigating officer should aim to provide a report to the employer within 10 working days.

On receipt of the report of the disciplinary investigation, the Safeguarding Officer or Chair should decide whether a disciplinary hearing is needed **within two working days**, and if a hearing is needed it should be held **within 15 working days**

4. Suspension

The possible risk of harm to children posed by an accused person needs to be managed and evaluated. The evaluation will be in respect of the child/ren involved in the allegation and any other children in the individuals' home, work or community life. In some cases, it will require consideration to be given to the use of suspension for the person involved in the allegation. This may be until the matter is resolved

A Millennium Farm Trust member of staff must not be automatically suspended without careful thought and consideration of the circumstances of the allegation. In making the decision, the Safeguarding Officer must consider whether the person should be suspended from contact with children for the duration of the investigation, or until resolution has been reached. In any case, alternatives to suspension should be explored and advice sought from the LADO.

If the allegation has been referred and a strategy meeting is to be convened, it will be a task of the strategy meeting to consider the facts of the allegation, and although a senior manager of Millennium Farm Trust cannot be directed to suspend, they will be supported in making the decision. This should be done after the views of the designated senior named officer from the police and Area Safeguarding Manager have been canvassed.

If the allegation is reported to a Millennium Farm Trust staff member against a member of staff (including a volunteer) of another organisation or agency then the member of Millennium Farm Trust staff should consult with the Millennium Farm Trust Safeguarding Officer and agree who should contact the LADO. However, if any delay in this procedure is likely to put a young person at risk of significant harm then the Millennium Farm Trust member of staff should contact the LADO directly.

5. Early Help Assessment Procedure

If there are safeguarding concerns about a family while they are receiving Family Support services, the concerns should be discussed with the Practice Manager or Lead. The team will involve the social care team as needed.

Appendix B: How to Respond When a Child Wants to Talk About Abuse

General points

- Take seriously what the child/young person says (however unlikely the story may sound)
- Keep calm
- Look at the child/young person directly
- Be honest
- Let them know you will need to tell someone else – don't promise confidentiality
- Reassure them they are not to blame for the abuse
- Be aware that the child/young person may have been threatened
- Never push for information
- Ask questions for clarification only; avoid asking questions that suggest a particular answer.

Helpful things to say or show

- Show acceptance of what the child/young person says
- "I am glad you have told me"
- "It's not your fault"
- "I will help you"

Avoid saying

- "Why didn't you tell anyone before?"
- "I can't believe it"
- "Are you sure this is true?"
- Never make false promises
- Never make statements such as "I am shocked!", or "don't tell anyone else"

Concluding

- Reassure the young person that they were right to tell you and that you take them seriously
- Let the young person know what you are going to do next and that you will let them know what might happen Immediately report the matter, as per procedures

Appendix C: Other Good Practice

Staff ratios

Plan the work of the group so as to minimise situations where the abuse of children and/or young people may occur.

Arrange that an adult is not left alone with a child or young person where there is little or no opportunity of the activity being observed by others. This may mean groups working within the same large room or working in an adjoining room with the door left open. This good practice can be as much benefit to the adult as to the child or young person.

Ensure that all staff, paid and unpaid, who work with children and young people do not meet one of the children or young people outside designated Millennium Farm Trust premises without a parent or other adult being present.

Always have at least two adults present with a group, particularly when it is the only activity taking place on Millennium Farm Trust premises. OFSTED recommends that the following number of adults should be present when working with children. If there are not enough leaders, the event should not take place.

- Age 13 - 18: 1 adult to 10 children.

However, these are just general recommendations in addition we must always ensure appropriate ratios of leadership to children and young people are observed according to age and gender and reflect the needs identified in the risk assessment for the activity and the group of children and young people involved.

Consent forms including medical details should always be used for children and young people attending the activity and should be readily available during the activity.

Never take a group off the premises with fewer than two adults. Consent forms including medical details should always be used for specific outings or activities outside the Millennium Farm Trust premises.

As it is good practice to keep a **record of each activity**/session these will be used. This record should include a register of children and staff and details of any significant incidents.

Always keep a register with the address and contact phone number of every child. These records are to be kept securely, in line with the Data Protection policy.

All staff working with children or young people will be subject to an appropriate **DBS check**. While waiting for a DBS check to arrive the person will never be left alone with children unsupervised.

Any photography or filming of children and young people at Millennium Farm Trust activities will be subject to the **Photography and filming policy**.

Staff should avoid communicating with children through personal social media accounts or private messaging services.

Appendix D: Recognising Indicators of Abuse

The following behavioural signs *may* be indicators of child/young person abuse, but care should be taken in interpreting them in isolation.

Physical signs

- Any injuries, bruises, bites, bumps, fracture, etc. which are not consistent with the explanation given for them.
- Injuries which occur to the body in places which are not normally exposed to falls, rough games, etc.
- Injuries which appear to have been caused by a weapon e.g. cuts, welts, etc.
- Injuries which have not received medical attention.
- Instances where children/young people are kept away from the group inappropriately or without explanation.
- Self-mutilation or self-harming e.g.. cutting, slashing, drug abuse.

Emotional signs

- Changes or regression in mood and behaviour, particularly where a child/young person withdraws or becomes clinging. Also depression/aggression.
- Nervousness or inappropriate fear of particular adults.
- Changes in behaviour e.g., under-achievement or lack of concentration, inappropriate relationships with peers and/or adults e.g., excessive dependence attention-seeking behaviour.
- Persistent tiredness, wetting or soiling of bed or clothes by an older child.

Signs of neglect

- Regular poor hygiene
- Persistent tiredness
- Inadequate clothing
- Excessive appetite
- Failure to thrive e.g. poor weight gain, consistently being left alone and unsupervised

Indicators of possible sexual abuse

- Any direct disclosure made by a child/young person concerning sexual abuse.
- Child/Young person with excessive preoccupation with sexual matters and detailed knowledge of.
- Adult sexual behaviour, or who regularly engages in age-inappropriate sexual play.
- Preoccupation with sexual activity through words, play or drawing.
- Child/Young person who is sexually provocative or seductive with adults.
- Inappropriate bed-sharing arrangements at home.
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations.
- Other emotional signs (see above) may be indicative of sexual or some other form of abuse.