

How we implement our Safeguarding and Child Protection Policy at Manor Farm to ensure effective practice:

We have reviewed our Safeguarding and Child Protection Policy over summer 2023, therefore it is up to date and has been quality assured by management to reflect the safeguarding culture of our setting. It will be reviewed at least annually hereafter. Staff are required to read this policy as part of their induction process and receive Safeguarding Training before starting work with us. New staff members also receive FGM awareness training, Beacon House training – Developmental Trauma for Professionals and Prevent Duty training during their induction.

We held a whole team (which included our DSL and 2 x deputy DSLs), Safeguarding and Child Protection staff training day on Friday 21st July 2023 which was delivered by leading expert Joanna Nicolas. Staff were invited to ask Joanna any specific questions in advance and communicate what they would like to gain from the session to ensure everyone got the most out of the training and it was tailored to our specific setting and cohort's needs. Prior to this, the staff team received an in-house training and safeguarding best practice update on 24th March 2023 which included safeguarding against extra familial harm and how to help children stay safe online. Our DSL recently updated her Prevent training on 28th Jan 2024.

Safer recruitment practices are strictly adhered to and in line with Part 3 of Keeping Children Safe in Education 2023. In our most recent round of interviews, we ensured that at least one member of the interview panel held up to date Safer Recruitment training. We have a member of staff who is specifically employed to ensure that Enhanced DBS & Children's Barred list checks are undertaken on all new staff and updated accordingly for all existing staff members. This member of staff also verifies identification, qualifications, training programmes undertaken, right to work, fitness to work and overseas checks (where required). Reviews and checks are regularly undertaken in order to safeguard the children in our care.

To ensure that Manor Farm's Safeguarding practice is in line with national and local requirements, we have the following robust processes in place to manage any safeguarding or child protection concerns that may arise:

- If a family member / carer or member of staff has any concerns, they are advised to contact our Designated Safeguarding Lead – Hannah O'Brien or one of our deputy Safeguarding Leads Emma O'Loughlin, Kyra Knowles and Daisy Bowden. In addition, they are made aware via our Safeguarding and Child Protection Policy that they can contact Nigel Hatten, Local Authority Designated Officer (LADO) for Gloucestershire on 01452 426994 or email: nigel.hatten@gloucestershire.gov.uk, if in Bristol they can contact LADO Nicola Laird on 0117 9037795 and if in South Gloucestershire they can contact LADO Tina Wilson on: 01454 868508.
- Staff working with children at Manor Farm are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned (as outlined in 'Keeping Children Safe Education 2023'). When concerned about the welfare of a child, staff should always act in the best interests of the child. We have a culture of safer working practice at Manor Farm and ensure all staff have read and have access to our Whistle Blowing Policy.
- All information about a concern or disclosure will be recorded on a 'Logging a Concern form' as soon as possible after the event. This record will include date of the disclosure / incident or the observation causing concern, date and time at which the record was made, the name and date of birth of the child involved, a factual report of what happened (using the child's

own words if recording a disclosure) and the name, signature and job title of the person making the record.

- The record will be given to our DSL who will decide on the appropriate course of action: For concerns about child abuse / if a harm-test has been identified, the DSL will contact Social Care / the LADO. The DSL will follow up all referrals to Social Care in writing within 48 hours. If a member of staff thinks that the incident has not been dealt with properly, they are advised that they may contact Social Care directly. For minor concerns regarding radicalisation, the DSL will contact Gloucestershire, South Gloucestershire or Bristol Safeguarding Children's Partnership. For more serious concerns the DSL will contact the Police on the non-emergency number (101), or the anti-terrorist hotline on 0800 789 32
- The DSL will then notify Ofsted of any significant incidents or concerns surrounding child protection, welfare or safety investigations.
- All concerns will be recorded and acted upon in a manner which is secure and compliant with the Data Protection Act 2018 / UK GDPR.
- Staff are advised to refer to document: What to do if you're worried a child is being abused Advice for practitioners (March 2015).

We understand at Manor Farm that Safeguarding is everyone's responsibility and foster an ethos of communication, coordination and collaboration with other agencies / professionals when safeguarding the children in our care, as outlined in Working Together to Keep Children Safe (2018). Many of the children and young people at Wickselm House are vulnerable due to the very nature of their SEND, which means as a staff team we understand the importance of close monitoring and early identification.

We have regular face to face communication with parents/carers at drop off and collection times for an individual handover of each child at the beginning and end of the day. We also have termly parent meetings and post fortnightly updates via the secure online network Tapestry to parents and commissioning schools. If a child is absent on any given day, we follow it up immediately with a safeguarding phone call to ascertain a reason for the absence and if necessary, we will communicate this further to social workers and or commissioning schools, seeking advice on best practice and next steps.

Please also see our comprehensive Safeguarding and Child Protection Policy.