**Safeguarding & Child Protection Policy**

Noah Denman is the Designated Safeguarding Lead (DSL) for the organisation Manor Farm. Hannah O’Brien, Emma O'Loughlin, Elena Marquez Espada, Kyra Knowles and Daisy Bowden are the Deputy Designated Safeguarding Leads for the organisation Manor Farm. All have had DSL training and hold certification. Manor Farm is a unique outdoor-based setting launched to support children who currently seek an alternative learning experience outside of full-time mainstream education.

All directors and leadership staff are aware and signed up to their safeguarding and recruitment responsibilities with adequate annual training and signed disclosure evidence. Everyone at Manor Farm, including staff and volunteers fully recognises their responsibility to safeguard and promote the welfare of children; and to work together with other agencies to ensure there are adequate arrangements within our setting to identify, assess and support those children who may be suffering harm. We also recognise the importance of being child-centred and ensuring the best interests of the child are paramount.

Noah Denman the DSL is responsible for keeping up-to-date with current national and local safeguarding law and practice and embedding these within our organisation, including Gloucestershire Safeguarding Children Partnership (GSCP) and South West Child Protection Procedures (SWCPP) and Keeping Bristol Safe Partnership (KBSP). Each week he devotes personal planning, training and documenting time to this role. In addition to annual external whole organisation training, Emma O’Loughlin delivers in-house Safeguarding training annually.

Noah Denman is available to staff, parents and children during club opening hours via the club telephone 07904 035240 and out of hours by phone in an emergency. If family, friends or other professionals have any concerns about the conduct of staff in our setting they are advised to contact our safeguarding lead, Noah Denman.

In addition, they can contact Nigel Hatten, Local Authority Designated Officer (LADO) on 01452 426994 or email: nigel.hatten@gloucestershire.gov.uk. If in Bristol the LADO is Nicola Laird who can be contacted on 0117 9037795 and if in South Gloucestershire the LADO can be contacted by phone on: 01454 868508 or via email: [lado@southglos.gov.uk](mailto:lado@southglos.gov.uk)

**What is safeguarding?**

Safeguarding legislation and government advice says that safeguarding means: protecting children from maltreatment, whether that is within or outside the home, or online, preventing impairment to children’s health or development, ensuring that children are growing up in circumstances consistent with the provision of safe and effective care, taking action to enable all children and young people to have the best outcome as soon as problems emerge.

**Safeguarding** is what we do for all children and **Child Protection** is what we do for children who have been harmed or are at significant risk of being harmed. As a childcare setting, we have a great responsibility to the children in our care, and ensuring their safety and wellbeing is paramount.

**To achieve this:**

* All staff are required to undergo Safeguarding training to a minimum of Level 2, FGM awareness training, Prevent Duty, Child Sexual Exploitation, Criminal Exploitation and County Lines training during their induction.
* All staff must read, understand and follow this Safeguarding and Child Protection Policy.
* Regular, ongoing training is accessed by all staff, and DSL and Deputy DSLs receive formal training which is refreshed every year.
* All staff will have annual Safeguarding and Child Protection refresher training and receive regular updates throughout the year via monthly in-house emails.
* The DSL and deputies have undertaken Prevent Awareness training.
* All staff must adhere to our E-*Safety Policy including Social Media, ICT Learning Policy* and *Use of Devices, Mobile Phones, and Cameras Policy*.
* Staff members are to only use approved setting devices for recording authorised images and communication.
* All children’s personal mobile phones must be stored securely in a locked cabinet for the duration of the child’s time in setting. This measure reduces risks associated with inappropriate use of mobile devices, including Safeguarding concerns around images, videos, and online contact.
* All staff must adhere to the Staff Behaviour and Disciplinary (Code of Conduct) Policy.
* Manor Farm Group holds GCC trade services safeguarding in education membership.
* Should any staff have cause for concern regarding a child in our care, we will report it, following the Gloucestershire / South Gloucestershire / Bristol Safeguarding Children Partnership procedures.
* We understand that child abuse can be physical, sexual, emotional or neglect. We are committed at Manor Farm to identifying and monitoring vulnerable children and young people to ensure they are safeguarded effectively.
* All information and records are confidential and information sharing will only be shared with other professionals, in circumstances where child protection issues require it, compliant with the Data Protection Act 2018 / UK GDPR.
* A child centred approach is fundamental to safeguarding and promoting the welfare of every child (Working Together to Safeguard Children 2023); therefore we keep the child in focus when making decisions about their lives and work in partnership with them, their families and surrounding professionals.

**Staff and volunteers work together in partnership with children and parents/carers to: -**

* Maintain and continue to create an environment in which all children and young people feel safe, secure, valued and respected.
* Establish and maintain an environment where children are encouraged to talk and are listened to when they have a worry or concern.
* Ensure children know they can approach a trusted adult if they are worried.
* Ensure our children are equipped with the skills they need to keep themselves safe, including staying safe online, disinformation and misinformation. Refer to our E-Safety Policy, including Social Media Policy.

**We will promote this through:**

* Building strong trusting relationships with children and facilitating regular group discussions on safety and wellbeing.
* Children will be asked termly to record in words, writing or pictures how they feel about our setting and what they feel would improve their experience. This information is regularly reviewed and acted on by the leadership team.
* Ensure all Manor Farm staff members maintain a culture of vigilance and have an attitude of ‘it could happen here’ where safeguarding is concerned and that when issues arise about the welfare of a child, staff members always act in the interests of the child.
* Establish and maintain an environment where staff and volunteers are encouraged to share information and are listened to when they have concerns about the safety and well-being of a child. We have a culture of safer working practice at Manor Farm and staff are encouraged to report any worries or concerns to the DSL immediately (and to also refer to our setting’s Whistleblowing Policy, if required).
* Ensure that all staff know the procedures for reporting a concern or making a child protection referral and that staff are well equipped to spot signs of abuse or a child in need of early help for a variety of reasons.
* Ensure that all staff are prepared to identify children who may benefit from early help.
* Ensure that any children who have been abused will be supported in line with a child protection plan, where deemed necessary.
* Contribute to the Spiritual, Moral, Social and Cultural (SMSC) development of children as well as other key aspects of a young person’s well-being (being healthy, staying safe, enjoying and achieving, making a positive contribution and achieving economic well-being).
* Ensure that we have suitable staff by adhering stringently to Part 3’s of Keeping Children Safe in Education (2025) safer recruitment processes, for example by ensuring at least 1 member of the interview panel holds a Safer Recruitment training certificate, conducting rigorous pre-appointment vetting and reference checks, enhanced DBS & Children’s Barred list checks on all staff, right to work, fitness to work, overseas checks where applicable and Teaching Qualification checks.
* Ensuring any unsuitable behaviour is reported and managed quickly referring to the Staff Behaviour & Disciplinary (Code of Conduct) Policy. If a harm-test has been identified, ensuring quick referral to the LADO (Allegations against staff members) 01452 426994.
* Guidance on Gloucestershire Safeguarding Children Protection Procedures: The Gloucestershire Safeguarding Children Procedure states that all those who work with children, (including staff in children’s centres, day nurseries, pre-schools, out-of- school and crèche provision), have a responsibility to safeguard children’s welfare and protect children from abuse, neglect and exploitation.

**There are important documents and information our setting must have access to:**

o The full Gloucestershire Safeguarding Children Procedures, which are available via the website at: <https://www.gloucestershire.gov.uk/gscp/>

o The full Bristol Safeguarding Children Procedures, which can be found at [www.bristol.gov.uk/nav/children-and-young-people](http://www.bristol.gov.uk/nav/children-and-young-people) We advise all parents to familiarise themselves with the guidance on keeping children safe in activities and out of school settings. <http://www.gov.uk/government/publications/guidance-for-parents-and-carers-on-safeguarding-children-in-out-of-school-settings>

o The South West Child Protection Procedures, which are available via the website at: <https://swcpp.trixonline.co.uk/>

**All our staff are asked to familiarise themselves with these documents;**

* <https://www.gloucestershire.gov.uk/media/2103929/gloucestershire-revised-loi-guidance-v8-july-2021.pdf>
* Gloucestershire’s Levels of Intervention Guidance – Working Together to Provide Early Help, Targeted and Specialist Support for Children and Families in Gloucestershire
* Revised Prevent duty guidance: for England and Wales
* ‘Working Together to Safeguard Children (2023)’
* ‘What To Do If You’re Worried A Child Is Being Abused (2015)’.
* ‘Keeping Children safe in Education (2025)’

**If a member of staff, parent/carer have any concerns about the welfare of a child, we would seek advice and guidance from any of the following departments:**

* Gloucestershire Children & Young Person’s Referral Team “Front door” open 9am to 5pm – 01452 426565.
* Gloucestershire Children’s Services Emergency/out of hours – 01452 614194
* Gloucestershire Local Safeguarding Board Business Manager – 01452 583629
* Gloucestershire Local Authority Designated Officer – 01452 426994
* Bristol First Response Team Tel: 0117 903 6444.
* e-mail: KBSP@Bristol.gov.uk Keeping Bristol Safe Partnership
* South Gloucestershire Children Safeguarding Team Tel: 01454 866000 (office hours) 01454 615165 (out of hours / weekends) Email: accessandresponse@southglos.gov.uk

**Abuse, Harm and Neglect**

Abuse is 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. Harm is defined as the ill-treatment or impairment of a child’s health or development, including impairment suffered from seeing or hearing the ill-treatment of another. It may be physical, emotional, sexual, or neglectful in nature. Neglect is the persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in serious impairment of the child’s health or development.

**Signs of possible abuse and neglect and exploitation may include:**

* significant changes in a child's behaviour
* deterioration in a child’s general well-being
* unexplained bruising or marks, or recurring injuries
* comments made by a child which give cause for concern
* reasons to suspect neglect or abuse outside the setting, e.g. in the child’s home, or that a girl may have been subjected to (or is at risk of) female genital mutilation (FGM), or that the child may have witnessed domestic abuse
* inappropriate behaviour displayed by a member of staff, or any other person. For example, inappropriate sexual comments, excessive one-to-one attention beyond the requirements of their role, or inappropriate sharing of images.

**If abuse is suspected or disclosed:**

When a child makes a disclosure to a member of staff, that member of staff will:

* reassure the child that they were not to blame and were right to speak out
* listen to the child but not question them
* give reassurance that the staff member will take action
* record the incident as soon as possible (see Logging an incident below).

**Child-on-child abuse**

Children are vulnerable to abuse by their peers. Child-on-child abuse is taken seriously by staff and will be subject to the same child protection procedures as other forms of abuse. Staff are aware of the potential uses of information technology for bullying and abusive behaviour between young people.

Staff will not dismiss abusive behaviour as normal between young people. The presence of one or more of the following in relationships between children should always trigger concern about the possibility of child-on-child abuse:

* Sexual activity (in primary school-aged children) of any kind, including sexting
* One of the children is significantly more dominant than the other (e.g. much older)
* One of the children is significantly more vulnerable than the other (e.g. in terms of

disability, confidence, physical strength)

* There has been some use of threats, bribes or coercion to ensure compliance or

secrecy.

**If child-on-child abuse is suspected or disclosed;**

We will follow the same procedures as set out above for responding to child abuse.

**Extremism and radicalisation**

All childcare settings have a legal duty to protect children from the risk of radicalisation and being drawn into extremism. There are many reasons why a child might be vulnerable to radicalisation, e.g.

* feeling alienated or alone
* seeking a sense of identity or individuality
* suffering from mental health issues such as depression
* desire for adventure or wanting to be part of a larger cause
* associating with others who hold extremist beliefs.

**Signs that a child might be at risk of radicalisation include:**

* changes in behaviour, for example becoming withdrawn or aggressive
* claiming that terrorist attacks and violence are justified
* viewing violent extremist material online
* possessing or sharing violent extremist material

If a member of staff suspects that a child is at risk of becoming radicalised, they will refer any relevant information or observations to the DSL, it will be recorded onto CPOMs and acted on immediately.

**Procedure for reporting a safeguarding concern:**

All information about the suspected abuse or disclosure, or concern about radicalisation, will be recorded on CPOMS as soon as possible after the event. The record should include:

* date of the disclosure, or the incident, or the observation causing concern
* date and time at which the record was made
* name and date of birth of the child involved
* a factual report of what happened. If recording a disclosure, you must use the child’s own words
* name 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, the DSL will contact Social Care. 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 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
* Ofsted will be notified of any 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 to refer to document: What to do if you’re worried a child is being abused Advice for practitioners (March 2015).

If a member of staff, parent/carer has any concerns about the welfare of a child, we would seek advice and guidance from any of the following departments:

Bristol First Response Team Tel: 0117 903 6444.

e-mail: KBSP@Bristol.gov.uk Keeping Bristol Safe Partnership

South Gloucestershire Children Safeguarding Team Tel: 01454 866000 (office hours) 01454 615165 (out of hours / weekends)

Email: accessandresponse@southglos.gov.uk

Gloucestershire Children & Young Person’s Referral Team – 01452 426565

Gloucestershire Children’s Services Emergency/out of hours – 01452 614194

Gloucestershire Local Safeguarding Board Business Manager – 01452 583629

Gloucestershire Local Authority Designated Officer – 01452 426994

NSPCC – 0808 800 5000

In an emergency, the Police must be contacted on 999

**This policy was written on: 18.09.23 and will be updated annually by the DSL or Deputy Safeguarding Lead. This policy was updated on 29.09.25.**

**Next review to take place on: 29.09.26**

**Please also see our:**

Use of mobile phones, Internet Enabled Devices and Cameras Policy

Safe Recruitment Policy

Staff Behaviour and Disciplinary (Code of Conduct) Policy

Whistleblowing Policy

GDPR and Privacy Policy

Staff Training and Development Policy

E-safety Policy, including Social Media Policy