Safeguarding & Child Protection Policy

Noah Denman is the Designated Safeguarding Lead (DSL) for the organisation Manor Farm. Hannah O'Brien, Emma O'Loughlin, Kyra Knowles and Daisy Bowden are the Deputy Designated Safeguarding Leads. 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.

Safeguarding commitment

Everyone at Manor Farm, including staff and volunteers, fully recognise 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.

We recognise that safeguarding is everyone's responsibility and that children should receive the right help at the right time. No single practitioner will have a full picture of a child's needs and circumstances; effective safeguarding therefore requires prompt action, appropriate information sharing and effective multi-agency working.

If family, friends or other professionals have any concerns they are advised to contact any of our Safeguarding Leads. In addition, they can contact the Local Authority Designated Officer (LADO) for Gloucestershire on 01452 426994, if in Bristol the LADO 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

What is Safeguarding? What is Child Protection?

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.
- providing help and support to meet the needs of children as soon as problems emerge.

- 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.

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. Safeguarding concerns may arise from a combination of factors and may overlap; abuse, neglect, exploitation and other safeguarding issues should not be treated as isolated or single-label concerns.

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, FGM awareness training, Beacon House training 'Developmental Trauma for Professionals' and Prevent Duty training during their induction.
- All staff must read, understand and follow this Safeguarding and Child Protection Policy.
- All staff receive appropriate safeguarding and child protection training, including online safety and an understanding of their roles and responsibilities in relation to filtering and monitoring, at induction. Staff also receive safeguarding and child protection updates at least annually, and more frequently where required by emerging risks, local practice or changes in guidance. All staff receive regular updates throughout the year via monthly in-house staff training days.
- DSL and deputy DSLs will keep their safeguarding knowledge and skills up to date, with formal training refreshed at least every two years and regular updates, including at least annually, in line with KCSIE 2026. The DSL and deputies have also undertaken Prevent Awareness training
- The Online Safety Auditor: Daniel O'Brien, will be responsible for conducting online safety audits on a termly basis with the help of the DSL. The effectiveness of filtering and monitoring will be reviewed at least annually, with checks that filtering is working appropriately on internet-connected devices in relevant locations and a record of the review retained.

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 recognise abuse, neglect and exploitation may involve modern slavery, criminal or sexual exploitation, domestic abuse, serious violence, radicalisation, stalking, financial exploitation (taking the form of fraud or financially motivated sextortion / blackmail) harmful sexual behaviour, child-on-child abuse and online harms. We acknowledge that exploitation can be committed or facilitated by an organised network or gang, and the victim may identify as being part of this group. We are committed at Manor Farm to identifying and monitoring vulnerable children and young people to ensure they are safeguarded effectively.

Prejudice-based harm

All staff are aware that children may experience prejudice-based harm, including racism, faith-based prejudice, and other forms of discrimination. Such experiences may affect a child's welfare, wellbeing, mental health, and willingness to seek help.

Staff are alert to the signs and impact of prejudice-based harm and consider it within safeguarding practice.

Our safeguarding culture

Staff and volunteers at Manor Farm, work together in partnership with children, parents/carers and professionals 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.

- 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 Whistle Blowing 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 alert to the need for universal services and community-based Early Help and, where applicable, the targeted early help level of Family Help, and will understand the local criteria and referral processes.
- Where a child is receiving support through Family Help, statutory children's social care, a child protection plan or another safeguarding process, Manor Farm will work with the relevant agencies and support the child in line with the agreed plan.
- 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 follow Part 3 of Keeping Children Safe in Education 2026 and applicable safer recruitment legislation. This includes robust pre-appointment vetting and appropriate DBS and children's barred list checks where required, right to work and overseas checks where applicable, qualification checks where relevant, and ensuring that those involved in recruitment have received appropriate safer recruitment training.
- If a concern or allegation about a member of staff, volunteer, contractor or other adult may meet the harm threshold, it will be referred promptly to the appropriate LADO and managed in accordance with Part 4 of KCSIE 2026 and local procedures. Low-level

concerns will also be recorded and managed in accordance with the Staff Behaviour Policy.

- Follow the current safeguarding partnership procedures for Gloucestershire, South Gloucestershire and Bristol, as applicable to the child.

Key documents and guidance

- The full Bristol Safeguarding Children Procedures, which can be found at https://www.bristol.gov.uk/council/policies-plans-and-strategies/social-care-and-health/keeping-children-safe
- The full Gloucestershire Safeguarding Children Procedures, which are available via the website at: https://www.gloucestershire.gov.uk/gscp/
- 'Working Together to Safeguard Children (2026)'
- Revised Prevent duty guidance: for England and Wales
- 'What To Do If You're Worried a Child Is Being Abused (2015)'
- 'Keeping Children safe in Education (2026)'

Signs of child abuse, neglect and exploitation

Children may experience harm inside or outside the home, within or outside the setting, online or offline, and risks may overlap. Signs of possible abuse, neglect and exploitation may include:

- significant changes in a child's behaviour
- deterioration in a child's general well-being
- unexplained bruising or marks
- 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, including where they see, hear or experience its effects
- 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.

- signs of exploitation, including criminal exploitation, sexual exploitation or modern slavery
- frequent or prolonged absence, including patterns of missing education or care
- online threats, abusive or harassing messages, misogynistic or misandrist abuse, non-consensual sharing of images, or exposure to pornography
- signs of serious violence, coercion, threats involving weapons, or harmful behaviour towards or between children (staff must report concerns about a child carrying or using a weapon immediately to the DSL / deputy DSL, be alert to times of day when children may be at highest risk and understand that children with disrupted education or a history of offending are at higher risk)
- signs that a child may be experiencing abuse in an intimate relationship, including physical, sexual or emotional abuse, stalking or financial exploitation.

If abuse is suspected or disclosed

Staff will work in accordance with KCSIE 2026 and maintain an attitude of 'it could happen here'. When concerned about the welfare of a child, staff should always act in the best interests of the child.

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
- not promise confidentiality; explain that information will be shared only with those who need to know in order to safeguard the child
- take the child seriously, avoid making them feel ashamed or that they are creating a problem, and provide reassurance that they will be supported and kept safe
- record the incident as soon as possible (see procedure for reporting a safeguarding concern below)

Child-on-child abuse (including harassment, violence, racism and faith-targeted abuse)

Children are vulnerable to abuse by other children and young people. 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.

Child-on-child abuse is a safeguarding issue for both the child who has experienced harm and the alleged perpetrator. It is preventable and may involve serious physical harm, sexual violence, sexual harassment, harmful sexual behaviour, bullying, coercion, threats involving weapons or online abuse.

Staff will not dismiss abusive behaviour as normal between young people. Staff will remain alert to abusive, harassing, misogynistic and misandrist behaviour, including online behaviour, and will consider the wider context and vulnerabilities of all children involved. 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 the making or sharing of nudes or semi-nudes.
- 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.
- There are concerns about harmful sexual behaviour, sexual harassment or sexual violence, including where technology has been used
- Nudes or semi-nudes have been created, sent or shared, including images that are digitally altered or wholly generated using artificial intelligence (including 'deepfakes' or 'deep nudes').

If child-on-child abuse is suspected or disclosed; We will follow the same procedures as set out above for responding to child abuse. All incidents involving the making or sharing of nudes or semi-nudes require a safeguarding response, whether the sharing is described as consensual or non-consensual. The response will consider the safety and welfare of all children involved, including the child who has experienced harm and the alleged perpetrator, and will follow KCSIE Part 5 where harmful sexual behaviour, sexual harassment or sexual violence is reported.

Extremism and radicalisation

Manor Farm recognises Prevent as a safeguarding responsibility and will follow the current Prevent duty guidance and local Prevent referral arrangements. A concern about radicalisation should be treated as a safeguarding concern and shared promptly with the DSL, who will consider whether a Prevent referral is required.

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
- being exposed to or engaging with extremist or terrorist content online, including through social media, gaming or other digital platforms

If a member of staff suspects that a child is at risk of becoming radicalised, they will record any relevant information or observations onto CPOMS and refer the matter to the DSL. Where a concern remains that a child may be at risk of becoming involved in or supporting terrorism, the DSL will follow the local Prevent referral process and, where appropriate, make a referral to the police using the National Prevent Referral Form. Where there is immediate danger, 999 should be called.

Mental Health

Given the individual needs of the children we support at Manor Farm, staff are alert to changes in behaviours, presentation and wellbeing that may indicate a child is experiencing difficulties

with their mental health. This includes recognising potential signs of self-harm, suicidal ideation or risk of suicide. Staff understand the importance of early identification and will respond to concerns therapeutically and in a timely manner to ensure appropriate support and early intervention are provided.

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. Records will be clear, factual and distinguish observed concerns from professional opinion and historic information. 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
- a clear and comprehensive summary of the concern
- details of how the concern was followed up and resolved
- a note of any action taken, decisions reached, the rationale for those decisions and the outcome

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. Staff will support children's social care and other agencies following a referral, and the DSL will follow the relevant local authority referral, assessment and escalation arrangements. Where local procedures specify a different timescale or process, that local procedure will be followed.
- For minor concerns regarding radicalisation, the DSL will contact Gloucestershire, South Gloucestershire or Bristol Safeguarding Children's Partnership. For Prevent concerns, the DSL will follow the current local Prevent referral pathway and national Prevent guidance.

The Anti-Terrorist Hotline is 0800 789 321; the national Prevent advice line is 0800 011 3764. In an emergency, 999 will be called.

- Ofsted will be notified of any significant incidents or concerns surrounding child protection, welfare or safety, including allegations of harm or abuse to a child, in accordance with current Ofsted notification requirements.
- All concerns will be recorded and acted upon in a manner which is secure and compliant with the Data Protection Act 2018 / UK GDPR. Records will be stored securely and access will be restricted to those who need the information for safeguarding purposes. Information will be shared promptly where necessary to protect a child.
- Staff to refer to document: What to do if you're worried a child is being abused Advice for practitioners (March 2015). Staff should also refer to the current local safeguarding procedures, Working Together to Safeguard Children 2026, KCSIE 2026 and current information-sharing guidance.

To ensure safeguarding concerns can be addressed without delay, if the DSL is not available, safeguarding concerns can be reported to any of the deputy DSLs.

Information sharing

Data protection legislation is not a barrier to sharing information where this is necessary to safeguard a child. References to data protection laws in this policy include the Data Protection Act 2018, UK GDPR and the Data (Use and Access) Act 2025.

A child-centered approach is fundamental to safeguarding and promoting the welfare of every child (Working Together 2026); therefore, we keep the child in focus when making decisions about their lives and work in partnership with them, their families and surrounding professionals.

In cases when a child moves settings and information indicates a risk to others, including where a child has previously carried, threatened with, or used a knife or other weapon, the DSL will ensure that relevant safeguarding information is shared with the receiving setting in a timely and

appropriate manner. This will enable the receiving setting to assess any identified risks and put appropriate safety and support arrangements in place before the child arrives.

Safeguarding contacts

- 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's Front Door – 01452 426565
- Gloucestershire Professional Advice Line – 01452 427070
- 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

Please also see our:

Use of Mobile Phones, Devices & Cameras Policy

Safe Recruitment Policy

Staff Behaviour and Disciplinary Policy

Whistleblowing Policy

GDPR and Privacy Policy

E-safety & Social Media Policy

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

This policy will be reviewed annually or sooner if required.

Policy Last Reviewed: 23rd September 2026

Next Review Due: 23rd September 2027