



# Safeguarding Policy

## Contents:

1. Introduction
2. Policy Statement
3. Procedure for absent young people
4. Needs and Rights
5. Willow Tree Farming Commitment
6. Children who are lesbian, gay, bi or trans (LGBT)
7. Roles And Responsibilities
8. The Types of Abuse, Neglect and Exploitation
9. Online safety
10. Safeguarding Training
11. Acceptable behaviour for Staff and Students.
12. Dealing with a Disclosure
13. Preventing Violent Extremism – The Prevent Agenda
14. Offensive Weapon Attack
15. Child on Child Abuse
16. Students requiring mental health support
17. Complaints regarding the handling of a safeguarding issue
18. Logging a concern
19. Body Map
20. Safeguarding Flowchart

## 1. Introduction

- 1.1 This policy states the responsibilities of Willow Tree Farming in relation to safeguarding children, young people and vulnerable adults, in line with current legislation and guidance. Willow Tree Farming will keep its policy and procedures on safeguarding under review to take account of any new Government legislation, regulations or best practice documents to ensure that staff are kept fully up to date with their responsibilities and accountabilities with regard to the safety and wellbeing of students.

- 1.2 This policy will give clear direction to all staff including visitors, parents and carers about expected behaviour and our legal responsibility to safeguard and promote the welfare of all children at our care farm.
- 1.3 We recognise that our safeguarding responsibilities are clearly linked to those that ensure appropriate safeguarding responses are in place for children who do not attend their sessions. The Attendance Lead will regularly liaise with the Designated Safeguarding Team, as well as the young person's key contact/DSL contact outside of the farm, to discuss all persistently absent young people and those who go missing to identify the risk of abuse, neglect and exploitation. Thus ensuring that appropriate safeguarding responses have been put in place to reduce the risk of future harm.
- 1.4 All staff are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned. When concerned about the welfare of a child, staff members must always act in the best interests of the child, providing help and support to meet their needs as soon as problems emerge.
- 1.5 This policy applies to all staff, parents, carers and visitors.
- 1.6 The term safeguarding describes the broader preventative and precautionary approaches to planning and procedures that are necessary to be in place to protect all learners, staff and visitors and minimise risk from any potential harm. 'Safer recruitment practice' and health and safety are all aspects of safeguarding. This will be kept under annual review.
- 1.7 At all times we will work in partnership and endeavour to establish effective working relationships with parents, carers and colleagues from other agencies in line with Working Together to Safeguard Children (2023) and the Norfolk Multi Agency Safeguarding Partnership arrangements.
- 1.8 This policy links to the following policies:
- Anti-bullying Policy
  - Whistleblowing Policy
  - Safer Recruitment Policy
  - Prevent Policy (preventing extremism and radicalisation)
  - GDPR Policy
  - Health & Safety Policy
  - Behaviour Management Policy
  - Acceptable Behaviour Policy
  - Equality, Diversity and Inclusion Policy

- Covid-19 Policy

### 1.9 Adults at Risk

An adult at risk is anyone who is 18 or over, who is or may be in need of support services by reason of mental or other disability, age or illness and who is or may be unable to take care of themselves or unable to protect themselves against significant harm or exploitation.

## 2. Policy Statement

- 2.1 Willow Tree Farming Care Farm aims to maintain a safe and welcoming environment for staff, learners and visitors. It is committed to meeting its duty to safeguard and promote the welfare of young people and vulnerable adults and recognises its role in identifying cases of suspected abuse and in making referrals to the appropriate investigating agencies.
- 2.2 Willow Tree Farming Care Farm is committed to taking a preventative approach to safeguarding young people from potential harm, damage, radicalisation or being drawn into terrorism (violent and nonviolent extremism). (Please see Section 11 within this policy for more information regarding Preventing violent Extremism – The Prevent Agenda, as well as the Prevent Duty and how to make a referral if needed, as well as Section 12 regarding Offensive Weapon Attacks.)
- 2.3 In line with Keeping Children Safe In Education (2024), Willow Tree Farming is committed to ensuring that all staff have a competent awareness of ‘safeguarding issues that can put children at risk of harm. Behaviours linked to said issues such as drug taking and/or alcohol misuse, deliberately missing education, serious violence (including that linked to county lines), radicalisation and consensual and nonconsensual sharing of nude and semi-nude images and/or videos can be signs that children are at risk.’ All policies and procedures regarding this, will be written in line with current guidance and legislation.
- 2.4 Willow Tree Farming commits to take all appropriate actions to address concerns about the welfare of children, young people and vulnerable adults and to work to agreed local policies and procedures to ensure that the maximum is done to provide a safe environment for all. We recognise that safeguarding impacts on all areas of an individual’s life and it is our responsibility as a team to work alongside other agencies to protect children from maltreatment, inside or outside the home, including online.
- 2.5 All documentation regarding Young People and Staff members at Willow Tree Farming, is kept securely on the farms Cleare Care System. All safeguarding concerns or conversations are documented within this software and can be forwarded via email securely to the referrer/commissioner and/or the Designated Safeguarding Lead of the young person if/when a concern arises.

2.6 Willow Tree Farming will safeguard apprentices and young adults at risk by:

- adopting safeguarding procedures and a code of acceptable behaviour for staff and students
- sharing information about concerns with agencies who need to know and involving young people and parents appropriately
- carefully following the procedures for recruitment and selection of staff
- providing effective management for staff through support, supervision and training
- creation and promotion of an open culture through a public interest disclosure (Whistleblowing Policy 2024)
- reacting to and reporting abuse
- effective health and safety procedures
- reviewing the policy and good practice arrangements annually
- Following guidance from the Offensive Weapons Act, ensuring that all staff members are fully trained and competent in adhering to the procedures in place for risk of fire, as well as offensive weapon attacks. Staff should operate in line with the relevant signage and policies in place on the farm, as well as the Offensive Weapons Act 2019. (Please see Section 12 for further information regarding Offensive Weapon Attacks).

2.7 Willow Tree Farming recognises that, because of the regular contact with students at risk, the staff are well placed to observe signs of abuse. They will therefore:

- establish and maintain an environment where children, young people and vulnerable adults feel secure, are confident to talk and are listened to
- ensure children, young people and vulnerable adults at risk know they can approach any adult employed by the Care Farm if they are worried
- Daily attendance will be sent via email to the referrer/commissioner of each young person attending Willow Tree Farming within an hour of expected arrival time.

### 3. Procedure for absent young people

It is the responsibility of the Attendance Lead to send attendance of all young people on the farm to their corresponding commissioners daily via email, before 10.30am.

Attendance for Young people who have not yet arrived to the farm should be prioritised and a reasoning for their absence established as soon as practicable.

An attendance email should be sent to the young person's corresponding school attendance officer stating that the young person has not yet arrived and that the parents/carers are being contacted regarding this.

Parents/carers are to be contacted via phone call and a reason should be attained as to why the young person has not attended the farm today. This should be shared with the young person's DSL key contact and attendance officer outside of the farm via email.

If it is not possible to make contact with the parents/carers then a voicemail message should be left via phone call, if possible, on their supplied numbers and an email should be sent regarding this to the young person's DSL key contact and attendance officer outside of the farm. It is then the farms attendance leads responsibility to ensure that this has been dealt with and a welfare check completed on the young person by the school.

The young people's attendance is then noted using initials within the farms diary for later reference if required.

If a young person has attended the farm, an attendance email is sent as usual, including the information that they have arrived and whether or not they were on time.

#### 4. Needs and Rights

Willow Tree Farming endorses the needs and rights of all young people:

- The need for physical care and attention
- The need for emotional support and security
- The need for social contact and relationships
- The right to have their needs met and safeguarded
- The right to be protected from neglect, abuse, and exploitation
- The right to be protected from discrimination
- The right to be treated as an individual.

4.1 At Willow Tree Farming we understand the importance of working in a way that adheres to the following legislation:

- The Human Rights Act 1998
- Equality Act
- Public Sector Equality Duty
- Keeping Children Safe In Education (KCSIE)

This means we do not unlawfully discriminate against pupils because of their sex, race, disability, religion or belief, gender reassignment, pregnancy and maternity, or sexual orientation (protected characteristics).

#### 5. Willow Tree Farming Commitment

Willow Tree Farming Care Farm is committed to ensuring that it:

- Fully recognises that the welfare of students is paramount and that all have a right to protection from abuse.
- Provides a safe environment which promotes a positive relationship between staff and students.
- Identifies any students who are suffering, or are likely to suffer, significant harm.
- Takes seriously and responds quickly and appropriately to all suspicions and allegations of abuse, including referral to the relevant investigating agency
- Has in place and follows procedures in line with relevant interagency (local safeguarding board) guidance.
- Operates safe recruitment procedures.
- Has in place procedures to deal with a young person's absence from the farm.
- Has in place procedures to deal with concerns/suspicions about a young person's welfare
- Has in place procedures to deal with allegations of abuse against members of staff and students
- Ensures all staff working with learners receive appropriate safeguarding training, which is reviewed annually and are aware of their responsibilities, including the identification of students at risk of significant harm. This includes all adults who need care and support, are experiencing, or are at risk of abuse or neglect and are unable to look after themselves
- Reviews the safeguarding policy annually
- Works in partnership with parents/carers to safeguard and promote the welfare of young people and to support them to understand our statutory responsibilities in this area.

## 6. Children who are lesbian, gay, bi or trans (LGBT)

6.1 The fact that a child or a young person may be LGBT is not in itself an inherent risk factor for harm. However, in line with 'Keeping Children Safe in Education', we recognise that children who are LGBT or those perceived by other children to be LGBT could potentially be more vulnerable and therefore we work to reduce any additional barriers faced.

We provide a safe space for these children to speak out or share their concerns with members of staff. Through our curriculum, we counter homophobic, biphobic and transphobic bullying and abuse.

## 7. Roles And Responsibilities

| Role                               | Name            | Contact details |
|------------------------------------|-----------------|-----------------|
| Senior Partner                     | Liz Riseborough | 07786 853549    |
| Designated Safeguarding Lead (DSL) | Daisy Tomblison | 07388164263     |

7.1 It is the responsibility of every member of staff to ensure that they carry out the requirements of this policy and, at all times, work in a way that will safeguard and promote the requirements of this policy and, at all times, work in a way that will safeguard and promote the welfare of all of the children attending the Care Farm. This includes the responsibility to provide a safe environment in which children can learn.

### The Safeguarding Team

7.2 The Safeguarding Team of Willow Tree Farming is accountable for ensuring the effectiveness of this policy and our compliance with it.

7.3 It is the Designated Safeguarding Leads responsibility to discuss all safeguarding concerns highlighted by the staff at Willow Tree Farming accordingly and pass all relevant information on to the young person's commissioners/referral. It is also their responsibility to oversee referrals made of cases of suspected abuse or allegation to CADS, if/when the team feels their concerns have not been dealt with appropriately by the young person's commissioners/referral.

7.4 Our safeguarding team will ensure that:

- The safeguarding policy is in place, is reviewed annually, is available publicly via our website and has been written in line with Local Authority guidance and the requirements of the Norfolk Safeguarding Children Partnership policies and procedures.
- The Care Farm contributes to inter-agency working in line with Working Together to Safeguard Children (2023);
- A senior member of staff from the leadership team is designated to take the lead responsibility for safeguarding and child protection and that there is at least one deputy DSL(s) who is appropriately trained member to deal with any issues in the absence of the Designated Safeguarding Lead (DSL). There will always be cover for this role. The role will be evidenced explicitly in the role holder's job description.
- All staff receive a safeguarding induction and are provided with a copy of this policy, the staff code of conduct, the behaviour policy and Willow Tree Farming's safeguarding response for those pupils who are absent from education as detailed in section 6 of this policy.

- All staff undertake appropriate child protection training that is updated annually and online safety training;
- No young person has access to the internet whilst unsupervised when attending Willow Tree Farming.
- Procedures are in place for dealing with allegations against members of staff in line with statutory guidance;
- Safer recruitment practices are followed in accordance with the requirements of 'Keeping Children Safe in Education' DfE (2024);
- They remedy without delay any weakness in regard to our safeguarding arrangements that are brought to their attention.

7.4 The Safeguarding Team will receive a safeguarding report at each meeting that will record the training that has taken place, the number of staff attending and any outstanding training requirements for the Care Farm. It will also record all safeguarding activity that has taken place, for example, meetings attended, reports written, training or induction given. It will not identify individual pupils.

#### The Senior Partner

7.5 At Willow Tree Farming the Senior Partner is responsible for:

- Identifying a senior member of staff from leadership team to be the Designated Safeguarding Lead (DSL);
- Identifying alternate members of staff to act as the Designated Safeguarding Lead (DSL) in his/her absence to ensure there is always cover for the role;
- Ensuring that the policies and procedures adopted by the safeguarding team, particularly concerning referrals of cases of suspected abuse, neglect and exploitation, are followed by all staff;
- Ensuring that all staff feel able to raise concerns about poor or unsafe practice and such concerns are addressed sensitively in accordance with agreed whistle-blowing procedures;
- Liaise with the LADO in the event of an allegation of abuse being made against a member of staff.

#### The Designated Safeguarding Lead (DSL)

7.6 The Designated Safeguarding Lead is a senior member of staff, from the leadership team who takes lead responsibility for safeguarding and child protection within our Care Farm. The DSL will carry out their role in accordance with the responsibilities outlined in Annex C of 'Keeping Children Safe in Education'.

7.7 The DSL will provide advice and support to other staff on child welfare and child protection matters. Any concern for a child's safety or welfare will be recorded in writing and given to the DSL.

7.8 During term time the designated safeguarding lead and or a deputy will always be available (during Care Farm hours) for staff to discuss any safeguarding concerns. If in exceptional circumstances, a DSL is not available on the care farm site in person, we will ensure that they are available via telephone and/or any other relevant media.

7.9 The DSL at Willow Tree Farming will represent our Care Farm at child protection conferences and core group meetings. Through appropriate training, knowledge and experience our DSL will liaise with Children's Services and other agencies where necessary, and make referrals of suspected abuse to Children's Services, take part in strategy discussions and other interagency meetings and contribute to the assessment of children.

7.10 The DSL will maintain records and child protection files ensuring that they are kept confidential and stored securely (see section 7 for more information.)

7.11 The DSL is responsible for ensuring that all staff members are aware of our policy and the procedure they need to follow. They will ensure that all staff and regular visitors have received appropriate child protection information during induction and have been trained within the care farm to the agreed care farm's safeguarding training package provided by Children's Services.

7.12 The DSL will obtain details of the Local Authority Personal Advisor appointed to guide and support a child who is a care leaver.

7.13 The DSL(s) will work with the senior partner and managers, taking lead responsibility for promoting educational outcomes by knowing the welfare, safeguarding and child protection issues that children in need are experiencing, or have experienced, and identifying the impact that these issues might be having on children's attendance engagement and achievement.

7.14 We recognise that a child's experiences of adversity and trauma can leave them vulnerable to further harm, as well as educationally disadvantaged in facing barriers to attendance, learning, behaviour, and mental health. The DSL will use the information that they hold about children with a social worker to make decisions in the best interests of the child's safety, welfare and help promote positive outcomes. The DSL will ensure that staff, know who these children are, understand their progress and maintain a culture of high aspirations for this cohort; helping to identify the challenges that children in this group might face and the additional support and adjustments that they could make to best support these children.

## 8. The Types of Abuse, Neglect and Exploitation:

- Physical abuse – hitting, kicking, burning, inappropriate restraint or moving and handling, misuse of medication and force feeding.
- Sexual abuse (non-contact) – photography, indecent exposure, harassment, enforced witnessing of sexual acts
- Sexual abuse (Contact) – inappropriate touching, forced masturbation of either or both persons, sexual assault, rape
- Psychological/Emotional abuse – threatening, prevention of using services, denial access to friends, lack of stimulation and meaningful occupation
- Financial abuse – theft of money or possessions, misuse of benefits, misuse of power of attorney, loans made under duress
- Neglect or acts of omission – for example, a carer not meeting a person's care needs, failure to provide food, shelter or clothing, medical care
- Discriminatory abuse – any abuse based on discrimination for example, not providing someone with culturally appropriate meals, inappropriate nicknames, unequal treatment and derogatory remarks
- Organisational or Institutional abuse – for example, repeated incidents of poor practice or neglect within an organisation, services that are based on the needs of staff/managers rather than the service users
- Modern Slavery – Human trafficking, Forced labour, Domestic servitude, Sexual exploitation such as escort work, prostitution and pornography and debt bondage.
- Domestic violence or abuse – Controlling, coercive or threatening behaviour. Violence or abuse between 16 or over who are or have been, intimate partners or family members. Honour based violence, female genital mutilation and forced marriage.
- Child Sexual Exploitation – for example, when a young person is given things like drugs, money, status, gifts in exchange for performing sexual activities.
- Child Criminal Exploitation – for example, when a group or an individual uses an imbalance of power to control, deceive, coerce or manipulate a child or young person under the age of 18 (County Lines).

Other safeguarding issues that the Care Farm are aware of and monitor:

- Extremism/radicalisation
- Online abuse
- Child on Child abuse
- Fabricated induced illness
- Self-neglect
- Offensive Weapon Attacks and/or critical Incidents

## 9. Online safety

It is the responsibility of every member of staff to ensure that they work in a way that will safeguard and teach young people and vulnerable adults about online safety, working in a way that will ensure the safety and promote the welfare of all young people attending the Care Farm.

### 9.1 The purpose of online safety is to:

- Safeguard and protect all young people and vulnerable adults we work with, as well as members of the farms staffing team.
- Identify approaches to educate and raise awareness of online safety throughout the community.
- Enable all staff to work safely and responsibly, to model positive behaviour online and to manage professional standards and practice when using technology.
- Identify clear procedures in line with the farms Safeguarding policy to use when responding to online safety concerns.

### 9.2 The issues classified within online safety are considerable, but can be broadly categorised into areas of risk:

- Content: being exposed to illegal, inappropriate or harmful material; for example, pornography, racist or radical and extremist views. In some respects, this could also be classified as disinformation. i.e. The deliberate creation and spread of false or misleading content (E.g. fake news)
- Contact: being subjected to harmful online interaction with other users; for example, children can be contacted by bullies or people who groom or seek to abuse them
- Commercial exploitation: for example, young people can be unaware of hidden costs and advertising in apps, games and website
- Conduct: personal online behaviour that increases the likelihood of, or causes, harm; for example, making, sending and receiving explicit images, or online bullying
- Misinformation – The unintentional spread of false or misleading content.

9.3 If an online safety concern is raised regarding a young person, vulnerable adult or member of the staffing team at Willow Tree Farming then the procedure stated within the safeguarding flowchart found within this policy, will be adhered to and appropriate reporting and sharing of said concern(s) will be completed.

9.4 Young people are not allowed to use their phones when at the farm and do not have access to the internet during their day. If they are to use one of the staff laptops to research a project or topic they are to be supervised at all times and never left unattended with the laptop.

9.5 All electronics on the farm are kept locked within the staff offices in a secure cabinet.

- 9.6 Members of the DSL team are to complete regular E-safety training courses in line with Norfolk County Council regulations and guidance. Feedback should be shared with the staffing team during the designated training sessions on Tuesdays, ensuring that all staff members are made aware of ongoing and current issues/concerns with online safety and use.
- 9.7 We have a no photography rule on the farm to ensure the safety of all young people, vulnerable adults and members of staff present. CCTV is active on the farm; however, this is solely for health and safety purposes.

## 10. Safeguarding Training

10.1 All members of staff at Willow Tree Farming undergo safeguarding training at required intervals, in line with advice from the LSCB. Members of staff are responsible for ensuring the safeguarding policy and procedures are always adhered to and must:

- Liaise with the Designated Safeguarding Leads (Liz Riseborough – Senior Parter, Daisy Tombleson – Care Farm Manager)
- Inform the Designated Safeguarding Lead of any suspected cases of abuse or neglect
- Deal with any disclosures in a supportive and reassuring way
- Undertake training courses at regular intervals. Additional training is provided for those with direct safeguarding responsibilities.

10.2 Training is undertaken annually and/or when new appointments are made, when there is a change in legislation, or as a refresher. Evidence of safeguarding training is up to date and easily accessible for review in the CPD records and by records held by the Manager. These can also be accessed via the farms Clear Care System. The Designated Safeguarding Leads share safeguarding training data with the Employees at regular intervals.

10.3 All staff are required to read the updated version of the Keeping Children Safe in Education document (KCSIE) and must sign an updated proof of reading agreement annually.

10.4 All staff are employed in line with the farms Safer Recruitment Policy and are informed of the safeguarding arrangements in place. They are given a copy of our safeguarding policy along with the staff code of conduct, Part one and/or Annex A of 'Keeping Children Safe in Education' and told who our Designated Safeguarding Lead (DSL) and Deputy DSLs are. They are also to be given a copy of the behaviour policy and the school's response to children who are absent from education – this information is included in section 6 of this policy. All staff are expected to read these key documents. They are also to be provided with information about how to record and report safeguarding concerns.

10.5 Every new member of staff will receive safeguarding training during their induction period within one week of joining the Care Farm. This programme will include information relating to signs and symptoms of abuse, how to manage a disclosure from a child (including

reassuring victims that they are being taken seriously and that they will be supported and kept safe), how to record, the processes for referral to Children's Services and the statutory assessments under Section 17 and Section 47 as well as the remit of the role of the Designated Safeguarding Lead (DSL). The training will also include information about whistleblowing in respect of concerns about another adult's behaviour and suitability to work with children. Staff will also receive online safety training, including understanding the expectations, applicable roles, and responsibilities in relation to filtering and monitoring as this is part of the overarching safeguarding approach of our care farm.

- 10.6 All policies and training sessions provided for staff members at Willow Tree Farming are built with the Working together to safeguard children– GOV.UK documents in mind. Staff members will also be informed of any updates or changes to these documents that may occur by the Senior Partner (Liz Riseborough).
- 10.7 Safeguarding will be discussed at our monthly team meetings, with updates from our safeguarding team and any immediate concerns will be discussed at our morning briefings.

## 11. Acceptable behaviour for Staff and Students.

11.1 All staff are required to demonstrate exemplary behaviour and maintain high professional standards. Such behaviour will protect both staff and students from allegations of misconduct. Guidance regarding acceptable conduct and safe practice will be given to all staff during their induction. Further advice regarding this can be found in 'Guidance for Safer Working Practices for Adults who work with Children and Young People in Education Settings' (February 2022)

11.2 If there are any Safeguarding concerns or allegations made regarding a staff members behaviour towards a young person, then the Duty Desk (LADO triage service) should be contacted via – 01603 223473 or [LADO@norfolk.gov.uk](mailto:LADO@norfolk.gov.uk). They can also be contacted via their Education LADO Duty Desk - 01603 307797. Any member of staff who does not feel confident to raise their concerns with the Senior Partner or Care Farm Manager should contact the LADO directly via email to [lado@norfolk.gov.uk](mailto:lado@norfolk.gov.uk).

11.3 We will take all possible steps to safeguard our children and to ensure that all staff members on the farm are safe to work with children. When concerns arise, we will always ensure that the procedures outlined in the local protocol Allegations Against Persons who Work with Children and Part 4 of 'Keeping Children Safe in Education', DfE (2023) are adhered to and will seek appropriate advice.

11.4 Students are required to conduct themselves in an appropriate manner in their day-to- day activities, including in their dealings with other students, staff and external organisations. For more information, please refer to the Acceptable Behaviour Policy.

## 12. Dealing with a Disclosure

### 12.1 If a student tells a member of staff about an incident:

- RECEIVE, listen carefully and stay calm
- REASSURE the young person by telling them that they have done the right thing.
- INFORM the young person that you must pass the information on, but only those that need to know about it will be told. Tell them who you are going to report the matter to (Safeguarding Officer).
- REACT – do not interview the young person. Be sure that you understand what you are listening to, use open ended questions and do not attempt to put words into the young person's mouth, keep questions to a minimum. Note the main points carefully, specifically:
  - Date, time and place of incident
  - Name of young person
  - Name of young person alleged to have been involved in the incident, if different from above
  - Nature of incident (staff should record the young person's disclosure carefully and aim for a verbatim account if possible. It is important to record the disclosure as factually as possible. Opinions should be avoided or clearly presented as an opinion)
  - Description of any physical or mental injuries observed if any
  - Any other information given
  - Confirmation that the young person has been advised of the next steps
  - Signed, date and time of report

12.2 It is not the responsibility of Willow Tree Farming staff to investigate welfare concerns or determine the truth of any disclosure or allegation. All staff, however, have a duty to recognise concerns and maintain an open mind.

12.3 All concerns regarding the welfare of students will be recorded via the farms Clear Care System and discussed with the Designated Safeguarding team prior to any discussion with the referral/commissioner. GDPR should not be a barrier to liaison and information sharing to safeguard children. If safeguarding concerns are highlighted, it is Willow Tree Farming's Designated Safeguarding team's responsibility to pass this on to the appropriate referral/commissioner as soon as possible.

12.4 Staff should not investigate concerns or the allegations themselves but should report them immediately to the Designated Safeguarding Team, who will then discuss these concerns, evaluate the situation and pass all relevant information on to the appropriate commissioner/referral.

12.5 The Safeguarding Team will make referrals to the relevant agency. Concerns of Safeguarding should be a priority and schools/other commissioners will be contacted without delay. If after discussion with the Designated Safeguarding Team, a member of staff believes a referral should be made but the Designated Safeguarding Team does not, they may still make the referral to a relevant external agency. If abuse is suspected but not disclosed, it may be appropriate to remind the young person about the availability of other appropriate sources of assistance.

12.6 In the case of a Safeguarding concern, support can be gained or referrals can be made to the Children's Advice and Duty Service (CADS) Norfolk County Council | Norfolk Community Directory via 0344 800 8021 (CADS referrals for professionals) or 0344 800 8020 (CADS referrals for the public), if the Designated Safeguarding Team feel as though their concerns have not been dealt with appropriately by the young person's commissioners/referral.

12.7 Regarding a young person who is home-educated, Willow Tree Farming will take all safeguarding concerns and act as necessary. The Designated Safeguarding Team will firstly discuss concerns with the referring agency. If not satisfied with the response they will make a referral to the Services to Home Educators – Norfolk County Council, who can be contacted via telephone – 0344 800 8020.

12.8 If placements have been commissioned by the local authority (Norfolk County Council), then the TES team or Virtual School for looked after and previously looked after children should be contacted if any concerns arise.  
[cs.educationalprovision@norfolk.gov.uk](mailto:cs.educationalprovision@norfolk.gov.uk) and their TES Officer (details kept in folder in the office).

12.9 A list of all young people and their school/commissioners DSL contact details is kept in the office and/or on the farms Clear Care system. This is updated regularly, with all staff members having access to this information if necessary.

12.10 After a referral has been made, if Children's Services deems a child to be at continuing risk of significant harm and therefore creates a Child Protections Plan, a review conference will take place in order to monitor the safety of the child and the required reduction in risk. In the event of this happening a DSL of the farm may be asked to attend the conference to relay all relevant documentation via the farms Clear Care System regarding the young person.

### 13. Preventing Violent Extremism – The Prevent Agenda

13.1 The Counter Terrorism and Security Act (2015) places a duty on the Care farm to take best endeavours to prevent students from being drawn into terrorist and extremist activity, and statutory guidance is in place.

13.2 Staff will be trained annually through the safeguarding training to raise awareness of Prevent. Staff are aware of the signs of extremism and report any such concerns through the safeguarding process. Willow Tree Farming will take concerns and act as necessary. The Designated Safeguarding Team will firstly discuss concerns with the referring agency. If not satisfied with the response they will make a referral to the local

police contact, the Channel Panel, the Multi Agency Support Hub. Anyone can make a Prevent referral and under the Prevent Duty, Willow Tree Farming staff members, schools and other commissioners must consider the risk of radicalisation as part of their everyday safeguarding duty. In order to refer a concern of Violent Extremism or Radicalisation, a referral form ([Preventing radicalisation - Norfolk County Council](#)) must be completed and emailed to - [preventreferralsNC@Norfolk.police.uk](mailto:preventreferralsNC@Norfolk.police.uk). In the case of an emergency, Norfolk Police Prevent team can be contacted via telephone - 01953 423905 or 01953 423896.

- 13.3 Willow Tree Farming will also promote the ethos of the 'Prevent Agencadda' by encouraging free and open debate whilst challenging extremist views. Willow Tree Farming will encourage equality of opportunity and celebrate diversity.
- 13.4 Willow Tree Farming will not post or allow its premises to be used by extremist groups and will seek to prevent the distribution of extremist literature. The promotion of any organisation with links to violence and extremism is contrary to the values of Willow Tree Farming and will constitute misconduct.

#### 14. Offensive Weapon Attack

- 14.1 The section of the policy takes into account the Offensive Weapon Act (2019) and acknowledges that this places a duty on the Care farm to safeguard and prevent students from being placed within unnecessary danger and that statutory guidance is in place.
- 14.2 Staff to be made aware of any updates or further guidance made by the government regarding the Offensive Weapons Act 2019. Changes should be discussed fully, passed onto all staff members by the management team, as well as changes made to the farm's policies/procedures.
- 14.3 Staff will be trained in line with government guidance and procedures of how to raise awareness of offensive weapon attacks and/or keep young people safe within such situations. Staff are aware of the signs of possible offensive weapon threats and will report any such concerns through the safeguarding process and/or to the authorities where applicable. Willow Tree Farming will take concerns and act were appropriately.
- 14.4 Procedures followed in the event of an offensive weapon attack:
- In the case of an offensive weapon attack, if safe and possible to do so, one of the emergency air horns should be sounded loudly 3 consistent times by any member of staff and an emergency alert text sent to all staff members by one of the management team. It is the responsibility of the Senior Partner or the Care Farm Manager to collect the young people information folder from the management office once safe to do so.

- Staff are required to remove the young people to a safe location and find an appropriate hiding space. Staff should also ensure their mobile phones are turned onto silent. It is the responsibility of each keyworker to try and reassure and keep each young person as calm and quiet as possible.
- The authorities should be contacted by a staff member as soon as this is safe to do so.
- Staff are not required to put themselves or others in danger in order to disarm or injure the perpetrator but instead should prioritise the safety of their young person and themselves.
- It is the responsibility of visitors to the farm to ensure that they remove themselves to a safe location and notify the management team if they are to leave the premises. No new visitors will be permitted to enter the farm in an emergency situation.
- Once the authorities have arrived and the situation is deemed as safe, an air horn will be sounded 3 times and another text sent to the staff from the Management team to confirm that the situation has been resolved.

14.5 In line with the Prevent duty, Willow Tree Farming will also promote the ethos of the 'Prevent Agenda' by encouraging free and open debate whilst challenging extremist views. Willow Tree Farming will encourage equality of opportunity and celebrate diversity. Willow Tree Farming will also not post or allow its premises to be used by extremist groups and will seek to prevent the distribution of extremist literature. The promotion of any organisation with links to violence and extremism is contrary to the values of Willow Tree Farming and will constitute misconduct.

14.6 Relevant posters and information provided by the government should be displayed and visible where appropriate – for example, the staff office and/or the school room, to help aid in the promotion of the farm's emergency procedures.

## 15. Child on Child Abuse

15.1 Students and young learners can abuse others. This is generally referred to as Child on Child abuse and can take many forms. This can include (but is not limited to) abuse in intimate personal relationships between peers bullying, including cyberbullying, prejudice-based and discriminatory bullying.

- 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
- consensual and non-consensual sharing of nude and semi-nude images and or videos (also known as sexting or youth produced sexual imagery)

15.2 'Upskirting' which involves taking a picture under someone's clothing without them knowing; this is usually with the intention of viewing their genitals or buttocks for sexual gratification, or cause the victim humiliation, distress or alarm. Upskirting is a criminal offence and anyone of any gender, can be a victim initiation/hazing type violence and rituals.

15.3 This can happen both inside and outside of the alternative provision environment and/or online. All staff should be able to recognise the indicators and signs of child-on-child abuse and know how to identify it and respond to reports in line with the safeguarding policy. If concerns of child-on child abuse do arise, this information should be documented on the farms Clear Care System and reported to the farms DSL team, who will discuss the concern and pass all relevant information on to the young person's commissioners/referral.

15.4 Staff recognise the importance of challenging inappropriate behaviours between peers that are abusive in nature. Downplaying certain behaviours, for example dismissing sexual harassment as "banter", "just having a laugh", "part of growing up" or "boys being boys" can lead to a culture of unacceptable behaviours, an unsafe environment for apprentices and in worst case scenarios, a culture that normalises abuse leading to young people accepting it as normal and not coming forward to report it.

## 16. Students requiring mental health support

16.1 Willow Tree Farming aims to provide a supportive environment that will help students with mental health difficulties to realise their potential. This will be supported by:

- supporting a culture in which mental health problems are accepted, not stigmatised
- liaising with appropriate services to ensure that students with serious mental health problems receive appropriate treatment
- meeting the support needs of students with mental health disabilities
- making reasonable adjustments to policies and procedures which might otherwise unlawfully discriminate against students with mental health difficulties
- establishing consistent procedures across the Care Farm for helping students with mental health difficulties
- providing guidance and awareness training to those staff involved in the support and care of students; and

- respecting the confidentiality of personal information provided by students with mental health difficulties

## 17. Complaints regarding the handling of a safeguarding issue

Willow Tree Farming's Complaint Policy and Procedures can be used when making a complaint.

Liz Riseborough  
Senior Partner

Willow Tree Farming, Field Farm, Fakenham Road, Hillington, King's Lynn,  
Norfolk, PE31 6DL

### Appendix 1 - Designated Staff with responsibility for Safeguarding

Designated Safeguarding Leads: Liz

Riseborough – Senior Partner

07786 853549

[info@willowtreefarming.co.uk](mailto:info@willowtreefarming.co.uk)

Daisy Tombleson – Care Farm Manager

[admin@willowtreefarming.co.uk](mailto:admin@willowtreefarming.co.uk)

## 18. Logging a concern

18.1 All staff are encouraged to report any concerns that they have and not see these as insignificant. On occasions, a referral is justified by a single incident such as an injury or disclosure of abuse. More often however, concerns accumulate over a period of time and are evidenced by building up a picture of harm over time; this is particularly true in cases of emotional abuse, neglect and exploitation. In these circumstances, it is crucial that staff record and pass on concerns in accordance with this policy immediately to allow the DSL to build up a picture and access support for the child at the earliest opportunity. A reliance on memory without accurate and contemporaneous records of concern could lead to a failure to protect.

18.2 It is not the responsibility of Willow Tree Farming staff to investigate welfare concerns or determine the truth of any disclosure or allegation. All staff, however, have a duty to recognise concerns and pass the information on in accordance with the procedures outlined in this policy.

18.3 The Designated Safeguarding Team (DST) should be used as a first point of contact for concerns and queries regarding any safeguarding concern at Willow Tree Farming. Any member of staff or visitor to the farm who receives a disclosure of abuse or suspects that a child is at risk of harm must report it immediately to the DSL or, if unavailable, to the alternate designated person. In the absence of either of the above, the matter should be brought to the attention of the most senior member of staff.

(see appendix 2 below – form to be completed when logging a concern)

Log of concern about a young person 's welfare (Please see our clear care system for updated log of concern)

|                                             |                                                                                |
|---------------------------------------------|--------------------------------------------------------------------------------|
| Willow Tree Farming                         | Field Farm,<br>Fakenham Road,<br>Hillington, King's Lynn,<br>Norfolk, PE31 6DL |
| Student's full name:                        | Student's date of birth:                                                       |
| Ethnicity:                                  | Gender:                                                                        |
| Student's first language:                   |                                                                                |
| Today's date:                               | Time:                                                                          |
| Name and role of person completing the log: |                                                                                |
| Date and time of the incident / concern:    |                                                                                |

Description of the incident / concern (if describing an injury, describe the size, shape colour and location and also complete a body map):

Signature of person completing log:

Body map completed? YES / NO (If YES, please attach securely)

**To be completed by the Designated Person for  
Safeguarding**

Name of Designated Person:

Initial action taken by the Designated Person:

Name of Key Contact School/ Commissioner informed (Email/Telephone call):

Date:

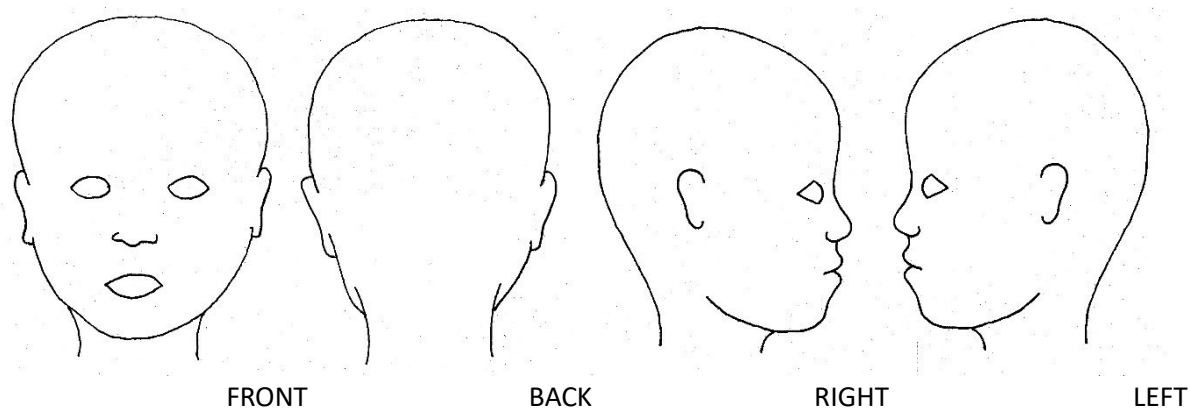
Time:

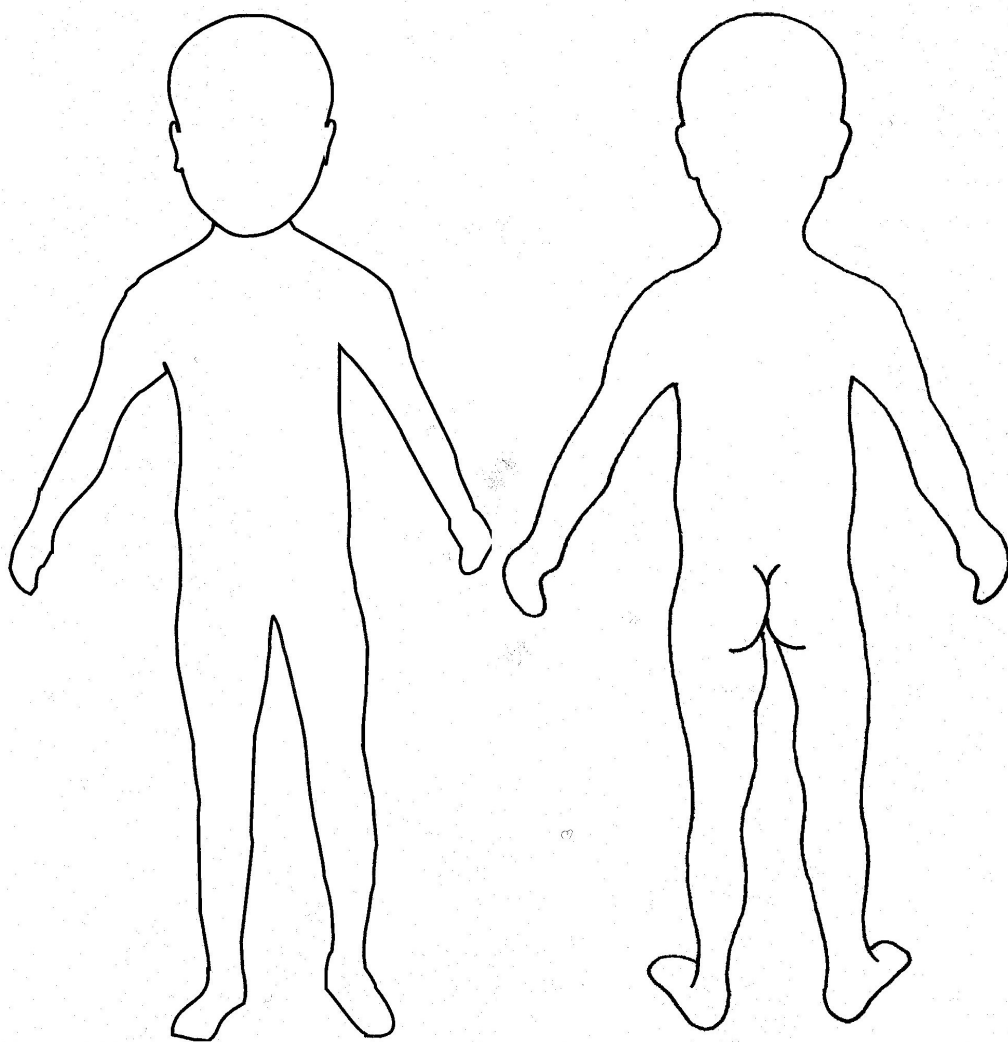
|                                                                                                                                                                                                                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Has the parent/carer been informed of the concern? YES / NO (please circle as appropriate)                                                                                                                     |
| If YES, state name of parent/carer:                                                                                                                                                                            |
| If YES, state who informed the parent/carer and how, the action taken and the outcome:                                                                                                                         |
| If NO, provide the reason why not:                                                                                                                                                                             |
| Date:<br>Time:<br>Signature of Designated Person:                                                                                                                                                              |
| Details of any further action taken or relevant information (this may include follow-up calls, feedback from other professionals, etc. and should include details.) A separate sheet can be used, if required: |

#### 19. Body Map

| Body map              |
|-----------------------|
| Date:                 |
| Time:                 |
| Full name of student: |
| Date of birth:        |

|                                                                                            |
|--------------------------------------------------------------------------------------------|
| Date body map completed:                                                                   |
| Time body map completed:                                                                   |
| Name and role of person completing the body map:                                           |
| Comments:                                                                                  |
| Important – remember to attach the body map to the log of concerns about a child’s welfare |





## 20. Safeguarding Flowchart

### Appendix 3 Approach to reporting a concern

