



Moulsecoomb Forest Garden and Wildlife Project Policy and procedures in respect of Safeguarding Children and Adults

Policy

This policy, which is approved and endorsed by the Trustees and staff of the Moulsecoomb Forest Garden and Wildlife Project (MFGWP), demonstrates the project's commitment to the safeguarding of children and adults that are involved with the project. It applies to all Trustees, staff and volunteers.

The Project

MFGWP is an environmental education project based on allotments and surrounding woodland in East Brighton. The objectives of the project are to:

- Reduce anti-social behaviour by involving excluded pupils and youth offenders in caring for the garden and woodlands.
- Improve community health by offering free, organic and locally grown fruit and vegetables to low-income families and older people.
- Enhance skills and employability by offering practical-based training and volunteering opportunities.
- Involve children and adults in planting, growing and eating healthy food, and respecting nature and the environment.
- Create and enhance wildlife habitats, protecting biodiversity, including old-fashioned vegetable varieties.
- Promote sustainable lifestyles by encouraging and educating people about composting and the benefits of organic gardening and locally produced food.

Principles

The following principles underpin both this policy and the project's procedures for the safeguarding of children and adults:

- The welfare of children and adults is paramount
- All children and adults without exception have the right to protection from abuse regardless of gender, ethnicity, disability, sexual orientation or beliefs
- Any concerns or allegations about the abuse of children or adults must be taken seriously by Trustees, staff and volunteers; and dealt with appropriately (including referral to children's services, appropriate adult social care services or, in emergencies, to the police)
- Children, parents or other responsible adults must be made aware of this policy and the project's procedures for the safeguarding of children and adults as appropriate.
- The project is committed to safe recruitment of all Trustees, staff and volunteers and to their training about this policy and the project's safeguarding procedures
- Trustees, staff and volunteers must recognise that they have an important role to play in safeguarding children and adults and protecting them from all forms of abuse. They are required to enact and support the principles set out in this policy and are responsible for following the project's procedures for the safeguarding of children and adults.

Associated documents policies and procedures



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This policy is part of a linked set of documents, policies and procedures designed to minimise risk, and safeguard the well-being of everyone connected with or involved with the MFGWP. The other relevant documents, policies and procedures are:

- Risk Strategy
- Risk Assessment Forms
- Procedures for the safeguarding of children and adults at risk
- Health and Safety Policy
- Equal Opportunities Policy
- Cause for Concern Form

Relevant Legislation and Guidance

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England/Northern. A summary of the key legislation is available from nspcc.org.uk/learning.

It is intended that this policy and the project's procedures for the safeguarding of children and adults is consistent with the relevant legislation and guidance in these fields. Much of this has been consolidated on a range of websites. Relevant materials and websites include:

- Charity Commission, "Protecting Vulnerable Groups including children" at [LINK](#)
- Brighton and Hove Local Safeguarding Children at [LINK](#)

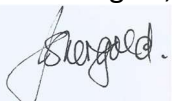



Monitoring, Evaluation and Review

Both this policy and the procedures for safeguarding children and adults will be subject to a process of ongoing monitoring and evaluation by the Project Manager, Warren Carter, and reviewed at least annually by the Trustees and staff.

The NSPCC self-assessment tool for Safeguarding Practice in community sector organisations will be completed annually and any resulting actions completed each year.

<https://learning.nspcc.org.uk/safeguarding-self-assessment-tool>

Signed by Project Manager and Trustees

Julie Shergold, <i>Treasurer</i> 	Duncan Graham Cameron, <i>Company Secretary</i> 
Susie Howells, <i>Chair</i> 	Warren Carter, <i>Project Manager</i> 

Date 15th July 2021



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Procedures for the Safeguarding of Children and Adults

The procedures set out in this document have been endorsed and approved by the Trustees and staff of the Moulsecoomb Forest Garden and Wildlife Project (MFGWP) and are applicable to all Trustees, staff and volunteers. They relate specifically to the safeguarding of children and adults from significant harm.

For the purposes of this policy Safeguarding Children applies to all those up to the age of 18 and adults is all this over the age of 18. It is acknowledged that issues of consent and confidentiality are different for children and adult and if there is any doubt regarding action to be taken the decision will rest with the Designated Safeguarding lead and the Trustee with Safeguarding Responsibilities.

Scope

The different roles and responsibilities relating to safeguarding all those visiting or working at the MFGWP are set out in the project's 'Risk Strategy' and 'Health and Safety Policy', but it is important to stress how this broader differentiation of roles and responsibilities impacts on the safeguarding of children and adults.

All children and adults visiting or working at the project will either have a designated worker at the project or be accompanied by a mentor, key worker or other responsible adult. **It is the responsibility of those people to:**

- Carry out a proper risk assessment of the extent to which any individual that they are proposing to bring to the site might pose a risk to any other people who maybe at the site including children and adults.
- Ensure that children and adults know how to behave when attending the project, for example through a behaviour policy and/or induction into the site rules
- Monitor and evaluate the behaviour of those they are responsible for.

Defining significant harm, recognising abuse and neglect

Detailed definitions of significant harms and how to recognise them are set out in the 'Sussex Child Protection and Safeguarding Procedures' [website](#) and the 'Sussex Safeguarding Adults Policy and Procedures' [website](#).

For the purposes of these procedures, shortened definitions of forms of abuse and neglect of children are provided below:

- *Physical abuse*: this may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child
- *Emotional abuse*: this is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development
- *Sexual abuse*: this involves forcing or enticing a child or young person to take part in sexual activities whether or not the child is aware of what is happening
- *Neglect*: this is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health and development.



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Although definitions of abuse and neglect of adults are somewhat different, for the purposes of these procedures the above definitions - suitably modified - are adequate for understanding what might constitute the abuse or neglect of a child or adult.

Guidance in respect of confidentiality and information sharing

Trustees, staff and volunteers should understand that they must always act in the best interests of the service users. With under 18's, action should always be taken to raise concerns and make referrals regardless of consent.

Information on Safeguarding concerns should always be shared with the Safeguarding Lead of the school or referral agencies working with the child or young person.

For over 18s a different approach should be taken that respects the right to confidentiality for adults. In the case of over 18's MFGWP should work in partnership with the agency from which the adult has been referred from and pass on concerns to the safeguarding lead in that organisation.

Responsibilities of all Trustees, staff and volunteers

- There will be a Trustee who has nominated responsibility for Safeguarding at MFGWP. This trustee will receive annually details of all safeguarding concerns and be aware of any 'open cases' and numbers of referrals to Adult and Children's Social Care. **Susie Howells**, Chair of Trustees is the nominated Trustee.
- If any Trustee, member of staff or volunteer has any concerns about the safety or welfare of a child or an adult they should immediately report their concerns to Warren Carter (or deputy if absent) and to that person's mentor, key worker or other responsible adult, if applicable.
- If any Trustee, member of staff or volunteer has any concerns about the behaviour or actions of any person working or visiting the project, they should immediately report their concerns to Warren Carter (or deputy* if absent) and, if applicable and where appropriate, to that person's mentor key worker or other responsible adult.

Responsibilities of MFGWP

MFGWP must ensure that:

- There is always a named person and deputies who have clearly defined roles about the safeguarding of children and adults. This named person is presently **Warren Carter**, the Designated Safeguarding Lead. ***His deputies are Pat Beach and Daisy Brown**. The named person and any deputies have successfully completed suitable training renewed annually to enable them to identify and make referrals to appropriate professional agencies and keep appropriate secure records.
- All staff and volunteers complete basic introductory Safeguarding training when commencing their role and this will be renewed every 3 years.
- All staff and volunteers who come into contact with children or adults must have an appropriate DBS check, and that all Trustees must have an appropriate DBS check. Warren Carter is responsible for ensuring that necessary DBS checks are carried out. Warren Carter and Trustee Duncan Graham-Cameron are authorised to check DBS documentation.





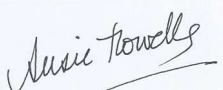

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- A central record is maintained of all safer recruitment activities including DBS checks and renewal, references, qualification certificates.
- All staff and volunteers working with children are monitored and supervised and that they have opportunities to learn about safeguarding children and adults in accordance with their roles and responsibilities.
- Any complaint regarding the behaviour of any Trustee, member of staff or volunteer is reported to the Project Manager and/or Chair of Trustees to be dealt with by the Trustees as soon as possible.
- Any complaint or allegation of abuse towards a service user by any other service user is reported to the Project Manager and/or to the Chair of Trustee, who will consult with the safeguarding lead in that organisation that has referred the service user.
- The Lead staff will ensure that information regarding Safeguarding approach taken at MFGWP is effectively communicated to all stakeholders, including children, parents and vulnerable adults.
- At least one senior staff member will have attended Safer Recruitment training.

Responsibilities of Staff

- If anyone expresses concerns about the safety or welfare of a child or an adult or about the behaviour or actions of any person working or visiting the project, Warren Carter (or deputy if absent) should immediately discuss these with any relevant mentor, key worker or other responsible adult and support the staff member to complete the *Cause for Concern* form immediately.
- All staff members will know where to access the Cause for Concern form which will record details of any incident, concerns that the staff member has recognised. The Cause for Concern form will be immediately passed to the Designated Safeguarding Lead on site.
- All staff members will be able to explain to service users what will happen if they disclose abuse or neglect.
- Staff will understand professional boundaries and adhere to any staff code of conduct for when working on the project.
- Warren Carter (or deputy if absent) will ensure that, as appropriate, all children and adults refer these concerns to the appropriate agency/agencies, are told about the safeguarding policies and procedures of the project and that he is the person to approach if they have concerns. Similarly, he will ensure that everyone visiting or working at the project is aware of how they can make a complaint about unacceptable and/or abusive behaviour towards children or adults.

Signed by Project Manager and Trustees

Julie Shergold, <i>Treasurer</i> 	Duncan Graham Cameron, <i>Company Secretary</i> 
Susie Howells, <i>Chair</i> 	Warren Carter, <i>Project Manager</i> 

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Concerned about a child? If your concerns are about a child under the age of 18 please contact Front Door for Families **Phone: 01273 290400**

Concerned about an Adult? If you have any concerns about a vulnerable adult, contact Access Point **Phone: 01273 295555**