



## Moulsecomb Forest Garden and Wildlife Project Policy and procedures in respect of Safeguarding Children

### **Policy**

This policy, which is approved and endorsed by the Trustees and staff of the Moulsecomb Forest Garden and Wildlife Project (MFGWP), demonstrates the project's commitment to the safeguarding of children and young people.

### **The Project**

Moulsecomb Forest Garden and Wildlife Project (MFGWP) is a registered charity which provides educational and volunteering opportunities to children and adults in a community garden in Moulsecomb, Brighton.

The main activities of the Moulsecomb Forest Garden and Wildlife Project are:

- Gardening, including ground preparation, planting, weeding, harvesting; managing compost and manure bins; safe use of equipment and tools
- Outdoor cooking, including storage, preparation and cooking of foods; and cleanliness and storage of supplies, equipment and utensils
- Bushcraft skills, including forest skills, building and managing fires; carpentry and woodcraft, forestry skills, management and use of sharp tools.
- Other activities include wildlife observation and recording, minor construction and carpentry.

The purpose of this policy statement is

- To protect people who receive MFGWP's services from harm
- To provide staff and volunteers as well as anyone using the garden, their support workers and children and young people and their families, with the overarching principles that guide our approach to safeguarding. This policy applies to anyone working on behalf of MFGWP.

### **Principles**

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

- The welfare of everyone is paramount in all the work we do and in all the decisions we take.
- Everyone without exception has the right to protection from abuse regardless of gender, ethnicity, disability, sexual orientation or beliefs.
- We recognise that some people are additionally vulnerable because of the impact of discrimination, previous experiences, their levels of dependency, communication needs and other issues.
- Any concerns or allegations about the abuse of children or adults will be taken seriously by Trustees, staff and volunteers; and dealt with appropriately (including referral to appropriate children's social care services or, in emergencies, to the police)
- Parents, support workers and other responsible adults must be made aware of this policy and the project's procedures for the safeguarding of children and adults as appropriate.



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- 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.
- Working in partnership with everyone including support workers, organisations and agencies is essential in promoting everyone's welfare.

We will keep everyone safe by:

- Valuing, listening to and respecting them
- Appointing a nominated safeguarding lead (Warren Carter), two deputies (Pat Beach and Daisy Brown) and a lead trustee (Susie Howells) for safeguarding
- Adopting child protection and safeguarding best practice through our policies, procedures and a code of conduct for staff and volunteers
- Ensuring that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently
- Recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made
- Recording and storing and using information professionally and securely, in line with data protection legislation and guidance. More information about this is available from the Information Commissioners Office [ico.org.uk/for-organisations](http://ico.org.uk/for-organisations)
- Sharing information about safeguarding and good practice with people who use our community garden.
- Making sure that everyone knows where to go for help if they have a concern
- Using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving support workers, organisations, parents, families and carers appropriately
- Using our procedures to manage any allegations against staff and volunteers appropriately
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- Ensuring that we have effective complaints and whistleblowing measures in place
- Ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- Building a safeguarding culture where everyone treats each other with respect and are comfortable about sharing concerns.



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### Associated documents policies and procedures

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:

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

### 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.

Signed by Project Manager and Trustees

Julie Shergold  
*Treasurer*

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Duncan Graham Cameron  
*Company Secretary*

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Susie Howells  
*Chair*

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Warren Carter  
*Project Manager*

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Date: January 2025

### Relevant Legislation and Guidance that support this policy

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation and guidance is available from <https://learning.nspcc.org.uk/safeguarding-child-protection>

Brighton and Hove Safeguarding Children Partnership [www.bhsp.org.uk](http://www.bhsp.org.uk)

- The Children Act 1989, The Children Act 2004, The Children and Social work Act 2017
- [Working together to safeguard children - GOV.UK](#)
- [DfE non statutory information sharing advice for practitioners providing safeguarding services for children, young people, parents and carers](#)
- [FGM Mandatory Reporting - procedural information nov16 FINAL.pdf](#)
- Charity Commission, "Protecting Vulnerable Groups including children" at <http://www.charitycommission.gov.uk/Trustees-staff-and-volunteers/staff-and-volunteers/protecting-children-and-vulnerable-adults/>