

Church Farm Educational Services
53 High Street
Snainton
Scarborough
North Yorkshire
YO13 9AN



Church Farm Educational Services – Safeguarding Policy – updated August 2023

My first responsibility and priority is the safety and wellbeing of the children in my care. If I have any cause for concern, I will report it to the relevant bodies, following the North Yorkshire Safeguarding Children Partnership (NYSCP) procedures. The name of our NYSCP is and the NYSCP procedures can be found at <https://www.safeguardingchildren.co.uk/about-us/who-we-are/> or calling **01609 780780**

I, Ruth Elizabeth O'Neill, have current **DSL Safeguarding Level 3** and **Safeguarding Level 2** training qualifications, which I will renew at least every two years. I will also endeavour to keep up-to-date with any new information about safeguarding and child protection, and will update my policy accordingly to include any changes. I understand that child abuse can be classified as physical, sexual, emotional or neglect, and can also be a combination of these, and am aware of the signs and symptoms that may indicate abuse is occurring.

I have read, and understand, the following important documents:

- ✓ Prevent Duty Guidance (2015)
- ✓ Working Together to Safeguard Children (2018)
- ✓ Keeping Children Safe in Education (2021)

Children will only be released from my care to a parent/carer or to someone named and authorised by them. A password might be used to confirm identity if the person collecting the child is not previously known to me. Should a child fail to be collected from my setting, I will call parents after 15-20 minutes. If I cannot reach them, I will next call their emergency contacts. If I still cannot reach anybody to collect the child, I will keep them at my setting for up to one hour. At this point, I would contact Children's Services for advice.

Parents/carers must notify me of any concerns they have about their child and any accidents, incidents, injuries or changes in circumstances which may affect the child. I will record any details necessary and ask a parent/carer to sign that they have seen my notes.

If a student should exhibit inappropriate behaviour or behaviour which could suggest a safeguarding concern, the lesson will be terminated and the parent called immediately. If a young person exhibits behaviour which could create a safeguarding concern for either Ruth O'Neill or the young person, the lesson will be stopped immediately. If this is online, the lesson will be closed down and parents contacted. If this is face to face at Church Farm, the young person may be asked to wait in another area and the parent called immediately. Examples:

- The young person is exhibiting unacceptable or abusive language

- The young person is behaving in a way which could result in accident or injury to either the young person or Ruth O'Neill
- The young person is not fully dressed for an online lesson

Unless I believe that it would put the child at risk of further harm, I will discuss concerns with a child's parent/carer if I notice:

- significant changes in a child's behaviour
- deterioration in a child's general wellbeing and/or appearance
- unexplained bruising, marks or signs of possible abuse or neglect
- children's comments which give cause for concern
- any reasons to suspect neglect or abuse outside the setting, for example in the child's home or while with a friend/family member

If a child tells me that they or another child is being abused, I will:

- show that I have heard what they are saying, and that I take their allegations seriously
- encourage the child to talk, without prompting them or asking them leading questions
- I will not interrupt when a child is recalling significant events and will not make a child repeat their account
- reassure the child that they can tell me anything that is worrying them, but that I cannot promise not to tell anybody because some things have to be passed on in order to keep them safe
- explain what actions I must take, in a way that is appropriate to the age and understanding of the child
- record what I have been told, as soon as I can, using exact words where possible
- make a note of the date, time, place and people who were present during the disclosure

I will call the local Children's Services duty desk for advice and an assessment of the situation. I will follow up this phone call at a later date if I obtain any further information on the matter, either from the child or a family member. I will record the concern and all contact with Children's Services in a safeguarding log, which will be kept locked away securely for the legally required length of time.

In all instances, I will record:

- the child's full name and address
- the date and time of the record; factual details of the concern, for example bruising, what the child said, who was present
- details of any previous concerns
- any action taken, such as speaking to parents
- details of any explanations from the parents/carers (if I feel it is safe to discuss the matter with them)

It is not my responsibility to attempt to investigate the situation myself.

I must notify Ofsted if any allegations of abuse are made against me, my assistant (where applicable) or a person living within my household.

Prevent Duty

The Prevent Duty was published in 2015 and it identifies the duty of care that all professionals working with children have to be vigilant in order to help to prevent children from being drawn into terrorism.

What does that mean for Church Farm Educational Services?

In order for **Church Farm Educational Services** to fulfil the Prevent Duty, it is essential that they are able to identify children who may be vulnerable to radicalisation and know what to do if they are identified. Protecting children from risk of radicalisation should be seen as part of **Church Farm Educational Services'** wider safeguarding duties and is similar in nature to protecting children from other abuse, whether these come from within their family or are the product of outside influences.

I understand that there is no single way of identifying an individual who is likely to be susceptible to a terrorist ideology. As with all safeguarding issues, I will be alert to changes in children's behaviour which could indicate that they may be in need of help or protection. I am aware that any child, from any background, can be the victim of radicalisation and as such, will report any concerns about a child. I will not discriminate based on the colour of their skin, their social class, their cultural background or any other such factors. All concerns will be passed on to Children's Services.

Church Farm Educational Services has a duty to report unacceptable behaviour (such as abuse, inappropriate comments, excessive one-to-one attention and the sharing of images without permission) to the relevant authorities; including that of assistants who may be working with me, other education providers, childcare workers and other professionals working with children. This action is necessary when their actions are detrimental to children, have placed a child at risk, caused actual harm to a child or are clearly illegal.

I will follow the listed procedure if I suspect any of the above has taken place:

- ✓ Identify the bad practice.
- ✓ Record exactly what was observed.
- ✓ Establish witnesses wherever possible.
- ✓ Keep copies of all correspondence and relevant information.
- ✓ Seek support from colleagues.
- ✓ Ask to be informed about the outcome.

In these situations, I may need to contact the police, social workers, the care inspectorate and any other relevant bodies, then pass on any information known to me.

Personal details for emergency:

Church Farm Educational Services asks for and stores personal email addresses and telephone numbers of parents to be used for communication and in the incidence of any emergency.

Emailing:

Students are welcome to email **Church Farm Educational Services** but must cc their parents or carer/guardian for safeguarding purposes.

Recording of safeguarding incidents:

Church Farm Educational Services will record any safeguarding incidents on a form to be stored safely. **Church Farm Educational Services** will always inform the parents or carers/guardians of any safeguarding concerns unless the concern or disclosure could put the young person at risk of harm.