



## Moulsecoomb Forest Garden and Wildlife Project

### Policy and procedures in respect of Safeguarding Children and Adults at Risk<sup>1</sup>

November 2015

#### **Policy**

This policy, which is approved and endorsed by the Trustees and staff of the Moulsecoomb Forest Garden and Wildlife Project (MFGWP), is intended to demonstrate the project's commitment to the safeguarding of children and adults at risk that are involved in any way 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 at risk in planting, growing and eating healthy food, and respecting nature and the environment.
- Create and enhance wildlife habitats, protecting bio-diversity, 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 at risk.

- The welfare of children and adults at risk is paramount
- All children and adults at risk without exception have the right to protection from abuse regardless of gender, ethnicity, disability, sexual orientation or beliefs
- Any concerns or allegations with regard to the abuse of children or adults at risk 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 at risk as appropriate.
- The project is committed to the safe recruitment of all Trustees, staff and volunteers and to their training with respect of this policy and the project's procedures for the safeguarding of children and adults at risk.
- Trustees, staff and volunteers must recognise that they have an important role to play in respect of safeguarding children and adults at risk 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 at risk.



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### **Associated documents policies and procedures**

This policy is part of a linked set of documents, policies and procedures that are intended to minimise risk and safeguard the well-being of everyone connected with and/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

### **Monitoring, Evaluation and Review**

Both this policy and the procedures for safeguarding children and adults at risk 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 **10 November 2015**



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#### *References*

##### **Relevant Legislation and Guidance**

It is intended that this policy and the project's procedures for the safeguarding of children and adults at risk 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 <http://www.charitycommission.gov.uk/Trustees-staff-and-volunteers/staff-and-volunteers/protecting-children-and-vulnerable-adults/>
- <http://www.safecic.co.uk>
- 'Our Decision: A guide to using Disclosure and Barring Service checks.....' at <http://www.childrenengland.org.uk/publications/>
- Brighton and Hove Local Safeguarding Children at <http://www.brightonandhovelscb.org.uk>
- 'Sussex Child Protection and Safeguarding Procedures' at <http://pansussexscb.proceduresonline.com/index.htm>
- Brighton and Hove City Council 'Safeguarding Adults at Risk' at <http://www.brighton-hove.gov.uk/content/health-and-social-care/safeguarding-adults-risk>
- 'Sussex Multi-Agency Policy and Procedures for Safeguarding Adults at Risk' at <http://pansussexadultssafeguarding.proceduresonline.com>



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### **Procedures for the Safeguarding of Children and Adults at Risk**

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 at risk from significant harm.

#### **Scope**

The different roles and responsibilities with regard 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 at risk.

In particular, all children and adults at risk 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 persons 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 at risk.
- Ensure that children and adults at risk 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 Multi-Agency Policy and Procedures for Safeguarding Adults at Risk*'. These can be viewed at: [http://pansussexscb.proceduresonline.com/chapters/p\\_recog\\_abuse\\_neg.html](http://pansussexscb.proceduresonline.com/chapters/p_recog_abuse_neg.html) and at <http://pansussexadultssafeguarding.proceduresonline.com>

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 at risk 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 an adult at risk.

#### **Guidance in respect of confidentiality and information sharing**

Trustees, staff and volunteers should, where possible, respect the wishes of children, or adults at risk who wish particular information or conversations to be kept confidential. But sometimes a balance has to be struck between respecting a child's or an adult at risk's wish for confidentiality and the need to safeguard the welfare and safety of that child or adult at risk.

The safety and welfare of a child or adult at risk must be the overriding consideration, so Trustees, staff and volunteers must always consider safety and welfare when deciding whether information about them should be shared. If it is felt that information should be shared, the agreement of the child or adult at risk to that information sharing should be sought. *But information should always be shared, without consent if necessary, if it is felt that a child or adult at risk is at risk of significant harm.*

#### **Responsibilities of all Trustees, staff and volunteers**

- Having considered the above guidance in respect of confidentiality and information sharing, if any Trustee, member of staff or volunteer has any concerns about the safety or welfare of a child or an adult at risk 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 report their concerns straightaway 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 in respect of the safeguarding of children and adults at risk. This named person is presently Warren Carter. His deputies are Daisy Brown, Pat Beach and Carly North
- The named person and any deputies have successfully completed suitable training so as to enable them to identify and make referrals to appropriate professional agencies and keep appropriate secure records.
- All staff and volunteers who come into contact with children or adults at risk 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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- All staff and volunteers working with children are monitored and supervised and that they have opportunities to learn about safeguarding children and adults at risk in accordance with their roles and responsibilities.
- That any complaint regarding the behaviour of any Trustee, member of staff or volunteer is dealt with by the Trustees as soon as is practicable.

**Responsibilities of Warren Carter (or deputy if absent)**

- In the event of someone expressing concerns about the safety or welfare of a child or an adult at risk 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, where necessary, refer these concerns to the appropriate agency/agencies.
- Warren Carter (or deputy if absent) will record details of any incident, concerns or referral in a notebook which he will store securely, away from the project site. Specific details in this notebook will be kept for a period of six years
- Warren Carter (or deputy if absent) will ensure that, as appropriate, all children and adults at risk 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 all persons visiting or working at the project are aware of how they can make a complaint about unacceptable and/or abusive behaviour towards children or adults at risk.

Signed by Project Manager and Trustees

Julie Shergold  
*Treasurer*

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Duncan Graham Cameron  
*Company Secretary*

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*Project Manager*

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Date **10 November 2015**