



Fairfield
Farm
Trust

Charity No. 273924

Safeguarding Policy

Policy number	New or Reviewed	Date of next review	Responsibility
P014	September 2017	September 2019	Director of Education

To provide young people with opportunities to be successful and make a positive contribution within their community.

Statement: Fairfield Farm Trust operates a policy of zero tolerance towards any type or form of abuse directed at young people.

1. Introduction

- 1.1. This policy follows DfE guidance for Safeguarding Policy and Procedures.
- 1.2. Our overall working practice for Safeguarding aligns with the following key documents:
[Working Together to Safeguard Children \(DfE\) July 2015](#)

Recognising and Responding to the Abuse or Neglect of Adults with Care and Support Needs (June 2016) V1.1

2. Definition

- 2.1. For the purposes of this policy, Safeguarding is defined as the responsibility to maintain the physical and emotional safety and wellbeing of young people. This includes time spent at the main college site, college houses, work experience placements, other educational establishments and in the community. Staff also have a duty to report any concerns they may have that young people's safety may be compromised during college holidays.

3. Philosophy Statement

- 3.1. Trustees and staff, including volunteers, at Fairfield Farm Trust (FFT) are required to support the following philosophy statement in accordance with the principles contained within the European Convention on Human Rights and the Human Rights Act 1998 and Working Together to Safeguard Children (DfE) July 2015.

All individuals have the right to:

- live their lives free from maltreatment, coercion, intimidation, oppression and physical, sexual, emotional or mental harm
- a safe learning environment
- confidentiality in respect of personal information, if this does not infringe the rights of other people
- access information relating to them and their circumstances
- make informed choices about their circumstances
- the right to the protection of the law and access to the judicial process.

4. Principles

- 4.1. The following principles are endorsed by FFT as fundamental to the protection of young people. Therefore, Trustees and staff, including volunteers, at FFT will:
 - give the highest priority to young people's welfare
 - actively work within the procedures, guidance, protocols and other trust policies in order to promote safe operating systems and challenge poor & unsafe practice
 - contribute to effective partnership working between all those involved with providing services for individuals
 - actively support the rights of the individual to lead an independent life based on self-determination and personal choice
 - identify instances in which there are grounds for concern about an individual's welfare and initiate/take appropriate action to keep them safe

- recognise that the right to self-determination and independence can involve risk and ensure such risk is recognised and understood by all concerned, and minimised whenever possible
- ensure that when the right to an independent lifestyle and choice is at risk, the individual concerned receives appropriate advocacy, including advice, protection and support from relevant agencies
- have an awareness of the law and statutory requirements and use that knowledge appropriately so that individuals receive the protection of the law and access to the judicial process
- identify others who may be at risk of harm, including children, and effect immediate referral to the appropriate authority
- prevent unsuitable people working with and having access to children and vulnerable adults.

4.2. In addition, FFT as the employer, will:

- actively promote an organisational culture within which all of those who express concern will be treated seriously and will receive a positive response from Trustees and managers.
- ensure rigorous recruitment practices are in place to deter those who actively seek children or vulnerable adults to exploit or abuse.
- make this policy available upon request to all relevant agencies, professionals and parents/carers.
- provide and deliver an appropriate and personal development curriculum based
- seek advice from suitably qualified agencies/professionals when necessary.

5. Scope

5.1. Trustees and staff, including volunteers, at FFT, share a responsibility to ensure that all young people are safeguarded and are required to report any suspected or known instances of abuse directed against any student by person(s) either on trust premises or any other location at any time. It is recognised that abuse can take place in a face to face situation or indirectly via the telephone or the internet. The definition of abuse includes, but is not restricted to physical, verbal, psychological, sexual, financial, institutional and discriminatory abuse and neglect. Failure to report abuse or safeguarding concerns is likely to result in disciplinary action.

6. Safeguarding systems

6.1. FFT has developed policies, procedures, handbooks, guidelines, risk assessments, codes of practice and quality assurance procedures to address safeguarding. These are all published on the college website www.ffc.ac.uk

6.2. Student work experience is covered by the following safeguarding measures:

- Occupational Risk banding
- Contact list
- H&S assessment records
- Student diary
- 'Keeping Safe' form
- Employer/location H&S assessment form
- Feedback form
- Service level agreement (if appropriate)

6.3. All safeguarding systems will be regularly reviewed and adhered to by all trustees, staff and volunteers.

7. Monitoring

7.1. FFT will monitor the effectiveness of the implementation of Safeguarding systems and provide regular reports to Trustees.

8. Advice and support

8.1. FFT has developed partnerships with and seeks advice and support from a range of other agencies in order to meet its Safeguarding responsibilities. These include:

- National Association for Specialist Colleges
- Wiltshire Local Safeguarding Children Board
- Wiltshire Safeguarding Adults Board

9. Staff recruitment and training

9.1. Applicants are asked to declare convictions prior to interview on the application form. The interview process includes questioning to ascertain awareness of safeguarding and child/adult protection issues. All interviews will include at least one member of staff who is Safer Recruitment trained.

9.2. Trustees and staff, including volunteers, complete DBS check forms on appointment.

9.3. During induction all trustees, staff and volunteers complete safeguarding training.

9.4. New staff may commence work prior to DBS clearance provided they shadow a colleague and do not have unrestricted or unsupervised access to students.

9.5. Volunteers are supervised when undertaking any activities with students.

9.6. All members of the safeguarding team including the Designated Safeguarding Lead (DSL) receive advanced Child Protection training which is updated every 3 years.

9.7. Two Trustees receive level 2 Child Protection training.

10. Alerting & reporting safeguarding concerns

10.1. Any member of staff who has a Safeguarding concern must complete a welfare concern form and alert a member of the safeguarding team immediately. When the concern raised is out of hours, the member of staff should report it to the 'on call' member of staff.

10.2. Reporting of concerns should be made as follows:

- where a person is in immediate danger or in need of medical attention, the appropriate emergency services must be notified
- record accurately and in detail, what has been said to you using the young person's own words and what action you have taken
- only factual information should be recorded, not opinion
- the names and contact details of any witnesses to an incident must be recorded
- information recorded must be made available to appropriate investigating teams

- where an allegation concerns a member of staff (who may also be a colleague) it is still the clear duty of staff to report the matter
- procedures in the child protection and protection of vulnerable adults policies must be followed in all cases of allegations of abuse
- it is essential that any threat of abuse/risk recurring is removed immediately.

11. Disciplinary procedures

- 11.1. Disciplinary action by FFT will be in accordance with the college disciplinary procedure. If a Safeguarding issue has occurred and negligence or culpability is proved, it could amount to an act of gross misconduct and may result in summary dismissal without notice or payment in lieu of notice.
- 11.2 The HR Manager or a member of the Senior Management Team will obtain advice about the correct procedure from Lloyds Employment Law Consultancy.

12. Safeguarding responsibility

- 12.1. Trustees and staff, including volunteers, have a responsibility to ensure that Safeguarding systems in place at FFT are carried out appropriately and report any breakdown of or non-compliance with Safeguarding systems.
- 12.2. The Designated Safeguarding Lead (DSL) has overall responsibility for Safeguarding students across the Trust:
- During 0900-1630 hours, Mon-Fri in term time,
 - From 1630 - 0900 hours, Mon-Fri and Sat/Sun during term time, this is designated to the Registered Manager(s).

13. Free issue of policy

- 13.1. This policy will be made freely available to users of the services, their families and carers, and to all staff including volunteers at Fairfield Farm College.

By order of the board.

Graeme Athey
Director of Education
 September 2017