



# **AAVF CHILDREN & VULNERABLE ADULT PROTECTION SAFEGUARDING POLICY**

## **MANUAL**

January 22, 2020 (edited from the December 8, 2019 edition)



One of the four pillars of The African Association for Vertical farming (AAVF) is to continuously give Humanitarian services and development projects to empower the poor around farming to improve nutritional needs as we address Food security. As most societies in Africa are still living in poverty, cases around child abuse, human trafficking and lack of care to the old and vulnerable persist. It is therefore our utmost priority to ensure that while addressing these developmental challenges we look critically on how the vulnerable in the society live. In all our projects where there will be involvement of Children and other vulnerable adults, we will ensure adherence of below key areas with our local implementing partners and/or beneficiaries.

Safeguarding and promoting the welfare of children and vulnerable adults is everyone's responsibility. Everyone who comes into contact with children, vulnerable adults and their families and carers has a role to play. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child & vulnerable centred. This means that they should consider, at all times, what is in the best interests of the child & vulnerable adult.

Safeguarding includes the establishment and implementation of procedures to protect children and vulnerable adults from deliberate harm, however, safeguarding also encompasses all aspects of their health, safety and well-being.

## **1. Policy**

The AAVF updates its Children and Vulnerable Adults Protection policy on a yearly basis. This policy applies to all adults, including volunteers, working in or on behalf of the AAVF.

Our policies around Children and vulnerable adults Safeguard: -

- A child is anyone under the age of 18. An Adult from 18 onwards.
- Any child and vulnerable adult should be treated equally and not discriminated based on colour, ethnicity, sex, religion, language, capabilities (or lack thereof), their family background.
- All AAVF's actions for the child and vulnerable adult should be in their BEST interest at all times. This will always be our top priority in all decisions & actions made.
- Every child and vulnerable adults should have access to food, shelter, health services, clothing and education
- No child or vulnerable adults should be involved in child and vulnerable adult labour, war or conflict. All children and vulnerable adults should be protected from any kind of abuse.

The AAVF and vulnerable adults Safeguarding procedures will, in most circumstances, endeavour to discuss all concerns with stakeholders of the institute, centre or welfare home. However, there may be exceptional circumstances when the centre will discuss concerns with Social Care and/or the Police without involving the child or vulnerable person's knowledge (in accordance with the Child and vulnerable adults Protection procedures). The welfare centre will of course, always aim to maintain a positive relationship with all involved. The welfare centre's child and vulnerable adults protection policy is available publicly.



## 2. People

The AAVF is committed to ensuring the welfare and centre safety of all Children and vulnerable Adults.

The people that are involved in taking care of children and vulnerable adults include parents, guardians' children home, schools etc. They are **empowered**.

Empowerment include giving necessary information and tools to allow easy flow of decision making that run the day to day activities, managing emergencies and overall making informed decision especially around consent. Some tools that can be provided (if not available) include: -

- Safeguarding Code of Conduct
- Recruitment & screening process
- Support mechanisms

We believe that necessary support should be given to people who are involved in taking care of children and the vulnerable adults. Such support include training around managing emergencies such as first-aid, who to call, first-aid kits, access to medical

care, police and any other necessary help. Support should be on going and up to date. In the current digital world Apps that can be developed to offer added support.

## 3. Procedures

General procedures are in place to be applied and will be tailored (if necessary) according to individual projects. These procedures include: -

- The 'how to' implement safeguarding procedures
- Clear processes on reporting incidents that allows safety/protection of the reporter and victim

## 4. Accountability

We stand for accountability and complete transparency when dealing with children and vulnerable adults. As safeguarding is every persons' business, accountability allows for everyone to play their part and so everyone is accountable for their actions as individuals, groups or legal entities/organisations. Specific to a project AAVF ensures that: -

- Proper Management structure e.g. the board is available and clear to the potential beneficiaries/NGOs
- Each beneficiary organisation has safeguarding policies and place and are reviewed regularly
- An individual who is in charge for this specific role of safeguarding children and vulnerable adults
- There is proper Monitoring & Evaluation plan in place per project that allows follow up post project completion to ensure that the safeguarding policies are adhered to



## **5. Security measures followed to protect children and vulnerable adults**

- When children are received (reception) into the centre they are informed that they should report to the Matron any unpleasant experiences/ incidents that occur at the centre.
- AAVF and its Partners consider it important to educate children and vulnerable adults about their rights especially since many of them have had in the past abusive relationships with their parents/ guardians. Workshops are held once a month on different topics including Children and Vulnerable Adults Rights.
- All employees that work with children and vulnerable adults are security cleared with their respective and governments department Police Service and Department of Justice to check if their name are not in the data base of sex offenders and whether it is safe for them to work with children and vulnerable adults.
- A Children's Forum has been established at the centres in line with the Children's Act No. 38 of 2005. The purpose of the Children's Forum is to provide children at the centres with an opportunity to voice their concerns about the operation of the centres. The same is done for the vulnerable adults.
- In terms of physical protection, there is a fence around each centre and it is monitored 24 hours a day. Access to the centre is restricted.

## **6. Action taken when it is discovered that children and vulnerable adults are mistreated**

- If a child has been mistreated, the Project Manager immediately investigates the matter and how the incident occurred. The employee is removed from the centre whilst the case is being investigated
- Punishment/action taken against employees depend on the severity of the incident. All the cases are reported to the Management Board. If the case is minor the person is shifted to a different section at the Centre. If the case is serious the person is dismissed and the case reported to the police and Department of Social Development

## **7. Roles and Responsibilities of caregivers**

The Matron, Management Committee working together to safeguard Children and the vulnerable adults

- the care centres complies with the Local Authority's arrangements to promote co-operation between itself and relevant partners and organisations who are engaged in activities relating to children and the vulnerable adults.
- there is a clear accountability for the commissioning and / or provision of services designed to safeguard and promote the welfare of children and vulnerable adults.



- there is a Matron named hat takes leadership responsibility for the care centre’s safeguarding arrangements.
- the care centres has a child and vulnerable adults protection policy and procedures in place. They are in accordance with government guidance and refer to locally agreed inter-agency procedures put in place and are updated annually, and available publicly either via the care centres or partner website or by other means.
- Governing Bodies should recognise the expertise that staff build by undertaking safeguarding training and managing safeguarding concerns on a daily basis. Opportunity should therefore be provided for staff to contribute to and shape safeguarding arrangements and child, vulnerable adult protection policy.
- the child and vulnerable adults protection policy and procedures are provided to and read by all staff, including temporary staff and volunteers, on induction.
- mechanisms are in place to assist staff to understand and discharge their role and responsibilities as set out.
- all staff undertake appropriate child and vulnerable adults protection training
- a Matron (senior member of the centre’s leadership team) is designated to take lead responsibility for safeguarding and child and vulnerable adults protection (Designated Safeguarding Lead).
- a designated teacher is appointed and appropriately trained so to promote the educational achievement of the children who are looked after and have previously been looked after.
- appropriate staff have the information they need in relation to the child’s and vulnerable adult’s looked after legal status.
- the care centre prevents people who pose a risk of harm from working with children and vulnerable adults by adhering to statutory responsibilities to check staff who work with children and vulnerable adults taking proportionate decisions on whether to ask for any checks beyond what is required and ensuring volunteers are appropriately supervised.
- the care centres has written recruitment and selection policies and procedures in place.
- at least one person (under the Matron) on any appointment panel has undertaken safer recruitment training.

#### **8. The Head Matron in the Care Centres - what they should ensure**

- that all policies and procedures adopted by the AAVF and the Care centre, particularly concerning referrals of cases of suspected abuse and neglect, are fully implemented and followed by all staff.



- they liaise with partner agencies in the event of allegations of abuse being made against a member of staff or volunteer.
- they receive appropriate safeguarding and child and vulnerable adults protection trainings that are regularly updated.

#### **9. The Designated Safeguarding Lead- The Matron**

- the senior member of staff on the centre's leadership team is the **MATRON**. She takes the lead responsibility for safeguarding and child & vulnerable adult protection (including online safety). They are given the time, funding, training, resources and support to provide advice and support to other staff on child & vulnerable adult welfare and child & vulnerable adult protection matters, to take part in strategy discussions and/or to support other staff to do so, and to contribute to the assessment of children and vulnerable adults.

#### **10. The Matron manages referrals such as**

- cases of suspected abuse to the local authority children's & vulnerable adult social care as required.
- Support staff who make referrals to local authority children's & vulnerable adults social care.
- Refer cases where a person is dismissed or left due to risk/harm to a child or vulnerable adult as required.
- Refer cases where a crime may have been committed to the Police as required.
- If after a referral of the child's or vulnerable adult's situation does not appear to be improving the head Matron or the person that made the referral presses for re-consideration to ensure their concerns have been addressed and, most importantly, that the child's or vulnerable adult's situation improves.
- Report cases of prejudice, hate based incidents or hate crimes to the Local Authority through the internal means. Crimes are also reported to the police.

#### **11. Work with others**

- The Matron acts as a point of contact with AAVF and the Care Centre as required, liaises with the 'Authorities' for child & vulnerable adult protection concerns in cases which may concern a staff member.
- Liaise with the AAVF and Care Centre owner to inform them of issues especially ongoing enquiries of the Children Act 1989 and police investigations.



- Liaise with staff on matters of safety and child & vulnerable adult safeguarding (including online and digital safety,) and when deciding whether to make a referral by liaising with relevant agencies; and Act as a source of support, advice and expertise for staff

## 12. Undertake Training

- The Matron undergoes training to provide all staff with the knowledge and skills required to carry out their role. This training is updated at least every two years.
- Undertake Prevent awareness training and Action to Counter Terrorism Training.
- Refresh their knowledge and skills (this might be via e-bulletins, meeting or simply taking time to read and digest safeguarding developments and news at regular intervals, as required, but at least annually, to allow them to understand and keep up with any developments relevant to their role so they:
  - Understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments.
  - Have a working knowledge of how local authorities conduct a child & vulnerable adult protection case conference and a child & vulnerable adult protection review conference and be able to attend and contribute to these effectively when required to do so;
- Ensure each member of staff has access to and understands the centres child & vulnerable adult protection policy and procedures, especially new and part time staff;
- Are alert to the specific needs of children & vulnerable adults, those with special educational needs and young carers;
- Understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the General Data Protection Regulation (GDPR).
- Are able to keep detailed, accurate, secure written records of concerns and referrals;
- Understand and support the centre with regards to the requirements of the Prevent duty, including online safety and are able to provide advice and support to staff on protecting children & vulnerable adults from the risk of radicalisation.
- Obtain access to resources and attend any relevant or refresher training courses;
- Encourage a culture of listening to children & vulnerable adults and taking account of their wishes and feelings, among all staff, in any measures the centre may put in place to protect them.



- Understand the unique risks associated with online safety and be confident that they have the relevant knowledge and up to date capability required to keep children & vulnerable adults safe whilst they are online at the centre.
- Recognise the additional risks that children & vulnerable adults with disabilities face online, for example from online bullying, grooming and radicalisation and be confident and have the capacity to support these children & vulnerable adults to stay safe online.

### **13. Raise Awareness**

- The Matron ensures that the centre children & vulnerable adults protection policies are known, understood and used appropriately.
- The Matron ensures that the centre children & vulnerable adults protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, and work with governing bodies or proprietors and staff regarding this.
- The Matron ensures that the children & vulnerable adults protection policy is available publicly and authorities or remaining relatives are aware of the fact that referrals about suspected abuse or neglect are issued.
- Link with the safeguarding partner arrangements to make sure staff are aware of training opportunities and the latest local policies on child and vulnerable adult safeguarding arrangements.

### **14. Child & Vulnerable Adult protection file to be kept to date**

- Where children & vulnerable adults leave the Centre, we ensure that their protection file is transferred to the new centre as soon as possible ensuring secure transit and confirmation of receipt should be obtained. Receiving Centre should ensure that key staff are aware as required.
- In addition to the child & vulnerable adult protection file, the designated safeguarding lead should also consider if it would be appropriate to share any information with the new centre. Information
- that would allow the new Centre to continue supporting victims of abuse and have that support in place for when the child & vulnerable adult arrives.
- The Matron ensures that all records are retained for an appropriate length of time and the centre is aware in regards to any other requirement that require specific retention periods.

### **15. Availability**

- During holiday term breaks, there is always an available responsible Matron to address any safeguarding concerns.
- The Centre has also adequate and appropriate cover arrangements for any out of hours activities.



- The Centre has more duty personnel. These are trained to the same standard as the Matron.
- Whilst the activities of the Matron are sometimes trained to an appropriate assistant, the ultimate lead responsibility for safeguarding child and vulnerable adult protection, as set out above, remains with the Matron. This full responsibility is not delegated.

## 16. Training

- The Matron, Staff and Volunteers receive appropriate child and vulnerable adults protection policy training which is regularly updated, as required, but at least annually, to provide them with relevant skills and knowledge to safeguard children and vulnerable adults effectively.
- The Matron, Staff and Volunteers are aware of systems within the centre which support safeguarding. These should be explained to them as part of staff induction. This includes: the Centre's child and adult protection policy; the centre's staff behaviour policy (sometimes called a code of conduct); the identity and role of the Matron and any Assistant selected.
- The Matron, Staff and Volunteers know what to do if a child or vulnerable adult tells them they are being abused or neglected and know how to manage the requirement to maintain an appropriate level of confidentiality. This means only involving those who need to be involved. Staff do not promise a child or vulnerable adult that they will not tell anyone about a report of abuse.
- The Matron, Staff and Volunteers are aware of the signs of abuse and neglect so that they are able to identify cases of children or vulnerable adults who may be in need of help or protection
- The Matron, Staff and Volunteers **maintain an attitude of 'it could happen here' where safeguarding** is concerned. When concerned about the welfare of a child and vulnerable adult, staff members should always act in the best interests of the child or vulnerable adult where there are concerns always speak with the Matron.
- if the Matron is temporarily not available, staff should speak to a member of the Management or take advice from local children and vulnerable adult's social care.
- The Matron, Staff and Volunteers understand that, whilst anyone can make a referral to Children & Vulnerable Adults and Families' Service, the correct centre procedure is to report any concerns to the Matron in the first instance. If after a referral the child's or vulnerable adult's situation does not appear to be improving the Matron (or the person that made the referral) should press for re-consideration to ensure their concerns have been addressed and, most importantly, that the child's and vulnerable adults situation improves.
- The Matron, Staff and Volunteers automatically take action and share information that might be critical in keeping children and Vulnerable Adults safe and be mindful that early information sharing is vital for effective identification, assessment and allocation of appropriate service provision.



## **17. Definition of abuse (Physical, Emotional and Sexual abuse) How to prevent - How to deal should this be detected**

### **Identifying children, young people and vulnerable adults who are suffering or likely to suffer**

#### **significant harm**

The Matron, Staff and Volunteers are well placed to observe any physical, emotional or behavioural signs which indicate that a child or vulnerable adult may be suffering significant harm.

Abuse and neglect are forms of maltreatment of a child or vulnerable adult. Somebody may abuse or neglect a child or vulnerable adult by inflicting harm, or by failing to act to prevent harm. Children or vulnerable adults may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.

**Physical abuse** may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child or vulnerable adult. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

**Emotional abuse** is the persistent emotional maltreatment of a child or vulnerable adult such as to cause severe and persistent adverse effects on the child's or vulnerable adult's emotional development. It may involve conveying to children or vulnerable adult that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving them opportunities to express their views, deliberately silencing them or 'making fun' of what they say and how they communicate. It may feature age or developmentally inappropriate expectations being imposed on them. These may include interactions that are beyond the child's or vulnerable adult's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing them to participate in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing them to frequently to feel frightened or in danger, or the exploitation or corruption. Some level of emotional abuse is involved in all types of maltreatment.

**Sexual abuse** involves forcing or enticing a child or vulnerable adult to take part in sexual activities, not necessarily involving a high level of violence, whether or not they are aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving them in looking at, or in the production of, sexual images, watching sexual activities, encouraging children or vulnerable adult to behave in sexually inappropriate ways, or grooming them in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.



**Neglect** is the persistent failure to meet a child's or vulnerable adult's basic physical and/or psychological needs, likely to result in the serious impairment of their health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- protect a child from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate care-givers)
- ensure access to appropriate medical care or treatment
- It may also include neglect of, or unresponsiveness to, a child's and vulnerable adults basic emotional needs.

#### **Sexual Exploitation:**

The Centre recognise Child and Vulnerable Adult Sexual Exploitation can happen in person or online. An abuser will gain a victim's trust or control them through violence or blackmail before moving onto sexually abusing them. This can happen in a short period of time. An abuser may groom a person by giving gifts, drugs, money, status and affection. This is usually exchange for the person performing sexual activities. Key to identifying potential abuser is a change in behaviour, having money or items they cannot or will not explain, alcohol or drug misuse, sexually transmitted infections, being secretive.

The Centre will consider whether a referral should be submitted to Social Welfare Service and whether information should be passed onto the Police North Yorkshire Police.

#### **Criminal Exploitation:**

The centre recognise that criminal exploitation of children and vulnerable Adults is a geographically widespread form of harm that is a typical feature criminal activity: drug networks or gangs groom and exploit children and vulnerable Adults to carry drugs and money from urban areas to suburban and rural areas, market and seaside towns.

#### **Trafficking:**

The Centre recognises Trafficking is where children and vulnerable adults are tricked, forced or persuaded to be moved or transported and then exploited, forced to work or sold. Children and vulnerable adults are trafficked for sexual and criminal exploitation, benefit fraud, forced marriage, domestic slavery, forced labour, committing crime like theft, county lines. The centre will consider whether a referral should be undertaken in order to safeguard child and vulnerable adults.



### **Contact numbers:**

These are permanently been updated by the Centre

### **18. Procedures - Taking action to ensure that children and vulnerable adults are safe at the centre**

The Matron & Staff at the Care-centre will

- listen to and take seriously any disclosure or information that a child or vulnerable adult may be at risk of harm
- try to ensure that the person disclosing does not have to speak to another member of staff
- clarify the information
- try to keep questions to a minimum and of an 'open' nature e.g. 'Can you tell me what happened?' rather than 'Did x hit you?'
- not ask leading questions
- try not to show signs of shock, horror or surprise
- not express feelings or judgements regarding any person alleged to have harmed the child or vulnerable adult
- explain sensitively to the person that they have a responsibility to refer the information to the senior designated person
- reassure and support the person as far as possible
- explain that only those who 'need to know' will be told
- explain what will happen next and that the person will be involved as appropriate and be informed of what action is to be taken

### **19. Contextual Safeguarding**

- The Matron & Centre also recognises that Safeguarding incidents and/or behaviours can be associated with factors outside the Centre and/or can occur between other citizens outside the centre. All staff, but especially the designated safeguarding Matron (and Assistant) will consider the context within which such incidents and/or behaviours occur. This is known contextual safeguarding, which simply means assessments of the children and the vulnerable adult in the centre should consider whether wider environmental factors are present that are a threat to their safety and/or welfare. They will have to provides as much information as possible as part of the referral process to Children's & Vulnerable Adult's Social Care.



## 20. Matron & Staff – when to report what

- any suspicion that a child or vulnerable adult is injured, marked, or bruised in a way which is not readily attributable to the normal knocks or scrapes received in play
- any explanation given which appears inconsistent or suspicious
- any behaviours which give rise to suspicions that a child or vulnerable adult may have suffered harm (e.g. significant changes in behaviour, worrying drawings or play)
- any concerns that a child or vulnerable adult may be suffering from inadequate care, ill treatment, or emotional maltreatment
- any concerns that a child or vulnerable adult is presenting signs or symptoms of abuse or neglect
- any significant changes in a child's or vulnerable adult's presentation, including non-attendance
- any hint or disclosure of abuse or neglect received from the child, vulnerable adult or from any other person, including disclosures of abuse or neglect perpetrated by adults outside of the family or by other children or young people
- any concerns regarding person(s) who may pose a risk to children or vulnerable adults (e.g. staff at the centre) including inappropriate behaviour e.g. inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images
- any concerns related to serious crime, including knife crime
- any concerns relating to peer abuse
- any concerns relating to youth produced sexual imagery (sexting)
- any concerns relating to a child's or vulnerable adult's engagement with extremist groups or ideologies

## 21. Responding to Disclosure

Disclosures or information may be received from Children, Vulnerable Adult or other members of the public. The Matron & Centre recognises that those who disclose such information may do so with difficulty, having chosen carefully to whom they will speak to. Accordingly all staff will handle disclosures with sensitivity (insert centre arrangements to ensure the Child or Vulnerable Adult with communication difficulties is enabled to express themselves to a member of staff with appropriate skills)

**Such information cannot remain confidential and staff will immediately communicate what they have been told to the Matron and make a contemporaneous record. If in doubt about recording requirements staff should discuss with the Head Matron.**



## 22. Principles

Staff will **not** investigate but will, wherever possible, elicit enough information to pass on to the Matron in order that she can make an informed decision of what to do next.

Staff at the Centre will:

- listen to and take seriously any disclosure or information that a child or a vulnerable adult may be at risk of harm
- try to ensure that the person disclosing does not have to speak to another member of the centre to avoid confusion
- clarify the information
- try to keep questions to a minimum and of an 'open' nature e.g. 'Can you tell me what happened?' rather than 'Did x hit you?'
- not ask leading questions
- not to show signs of shock, horror or surprise
- not express feelings or judgements regarding any person alleged to have harmed the child or the the vulnerable adult.
- explain sensitively to the person that they have a responsibility to refer the information to the senior designated person
- reassure and support the person as far as possible
- explain that only those who 'need to know' will be told
- explain what will happen next and that the person will be involved as appropriate and be informed of what action is to be taken

## 23. When the Matron is absence-Following any information raising concern:

The following actions will be taken where there are concerns about significant harm to any child, or a vulnerable adult including where there is already an open case to Children's or a vulnerable adult Social Care.

- if they believe there is immediate risk of significant harm to a child or vulnerable adults, they should contact an emergency number or police.
- if they should report a crime that does not need an emergency response by calling a given number
- if there is an urgent safeguarding concern and they should call the Social Services
- any urgent medical needs of the child or vulnerable adult.



**The Matron will then decide:**

- to or not to make a referral at this stage
- if further monitoring is necessary
- if it would be appropriate to undertake an assessment and/or make a referral for other services

**All information and actions taken, including the reasons for any decisions made, will be fully documented.**

**24. Action following a child or vulnerable adults protection referral**

It is the responsibility of all staff to safeguard children and vulnerable adults. It is the role of the Matron to attend meetings and provide reports for these. Other staff in the centre however, may be asked to contribute.

The Matron will:

- make regular contact with Children's and Vulnerable Adult Social Care Services
- contribute to the Strategy Discussion and all Assessments
- provide a report for, attend and contribute to any subsequent Child Protection Conference

**25. Recording and monitoring**

The Centre has the following records:

- information about the child & vulnerable adult: name, dob, addresses of those with still relatives, parental responsibility, primary carers, emergency contacts, names of persons authorised to collect from centre or any court orders, if they are been subject to a court hearing.
- any disclosures/accounts from child or vulnerable adult or others, including parents (and keep original notes)
- significant contacts with carers/other agencies/professionals
- all concerns, discussions, decisions, agreements made and actions taken and the reasons for these (dated, timed and signed, to include the name and agency/title of the person responsible/spoken to), the plan to protect the child or vulnerable adult and arrangements for monitoring/review

**All records are objective and include:**

- statements, facts and observable things (what was seen/heard)
- diagram indicating position, size and colour of any injuries (not photograph)
- words the victim uses, (not translated into 'proper' words)
- non-verbal behaviours



All sensitive records are held securely, kept confidential and are only accessible to those who need to know.

When sharing confidential information about a member of staff, child or vulnerable adult, the centre has regard to the data protection principles, which allow them to share personal information, as provided for in the Data Protection Act 2018, and the GDPR and where relevant.

**The centre monitors:**

**Any cause for concern including where there could be serious child & vulnerable adult welfare concerns e.g.**

- Injuries/marks
- Attendance
- Changes e.g. mood/ academic functioning
- Relationships
- Language
- Behaviour
- Demeanour and appearance
- Statements, comments
- Medicals
- Stories, 'news', drawings
- Response to P.E./Sport
- Family circumstances
- Online activity

**The Matron reviews all monitoring arrangements in the time-scale and manner determined by circumstances, recorded and clearly understood by all concerned.**

**26. Alternative Provision**

The centre is committed to safeguarding the children or vulnerable adult even if they are placed in alternative provision for a period of time. The centre makes sure that any Alternative Provision has written reassurance Provision provider with acceptable safeguarding practices in place.

**27. Work Experience of care giver**

When the centre organises work experience placements, they ensure that the placement provider has policies and procedures in place to protect the children and vulnerable adults from harm.



Police or criminal records and checks might be required on some people who supervise a child under the age of 16 on a work experience placement. The centre will consider the specific circumstances of the work experience placement. Consideration will be given in particular to the nature of the supervision and the frequency of the activity being supervised, to determine what, if any, checks are necessary. These considerations would include whether the person providing the teaching/training/instruction/supervision to the child or vulnerable adult is adequate. on work experience will be:

## **28. Confidentiality**

Centre keeps documentation with a name of: Guidance and Information Sharing.

- No information should be hidden for the need to safeguard and promote the welfare of children and vulnerable adults at risk of abuse or neglect.
- The Centre ensures that the child or vulnerable adult's wishes or feelings are taken into account when determining what action to take and what services to provide to protect individuals through ensuring there are systems in place for them to express their views and give feedback. Centre ensures that staff members do not promise confidentiality to the child and vulnerable adult and always act in their interests.

### **The Centre confidentiality policy indicates:**

- when information must be shared with police where the child/vulnerable adult is / may be at risk of significant harm
- when the child and vulnerable adult's confidentiality must not be breached

### **Contact numbers for referral are always available**

**For advice and referral, a number to speak to a social worker is visible at the centre**

## **29. Curriculum resources and support**

The Matron is committed to ensuring that children and vulnerable adults are aware of behaviour towards them that is not acceptable, how they can keep themselves safe, how to share a concern and complain. All children and vulnerable adults are informed that the centre has a Designated Safeguarding Lead (The Matron) with responsibility for children and vulnerable adults protection and who this is. We inform children and vulnerable adults of whom they might talk to, both in and out of the centre, their right to be listened to and heard and what steps can be taken to protect them from harm.

The centre is committed to ensuring there are opportunities in the centre curriculum, for example through the Personal, Social, Health Education (PSHE) curriculum and by providing an age-related, comprehensive curriculum, for children and vulnerable adults to be taught about aspects of safeguarding in order to develop the knowledge and skills they need to recognise when they are at risk and how to get help when they need it including on-line safety.



The Centre does this by:

- developing children and vulnerable adults' age-appropriate understanding of healthy relationships through appropriate relationship and sex education including awareness of relationship abuse, and other abuse, sexual violence and harassment, peer on peer abuse, bullying, prejudice based bullying and violence based on a person's sexual orientation, gender, faith or race, hate crime,
- enabling children and vulnerable adults to recognise online and offline risks to their well-being – for example, risks from criminal and sexual exploitation, domestic abuse, female genital mutilation, forced marriage, substance misuse, gang activity, radicalisation and extremism – and making them aware of the support available to them
- enabling children and vulnerable adults to recognise the dangers of inappropriate use of mobile technology and social media and the impact on sexual behaviour, for example sexting and accessing pornography
- developing children and vulnerable adults' confidence, resilience and knowledge so that they can keep themselves mentally healthy
- developing and deepening children and vulnerable adults' understanding of the fundamental values of democracy, individual liberty, the rule of law and mutual respect and tolerance, recognising how pressure from others can affect their behaviour, including the risks of radicalisation to extremist behaviour
- ensuring children and vulnerable adults have the opportunity to discuss controversial issues and develop tolerance and respect for others
- making available appropriate local and online advice

The Centre has updated the curriculum aspects of related policies to ensure that they are aligned to our child and vulnerable adults protection policy. This includes the centre's online safety, relationships and sex education, substance misuse, smoke-free, equalities and anti-bullying policies.

The centre recognises their statutory duty to publish information about the content of the curriculum on board or other available means for information.

The centre has acknowledged that Relationships, Relationships and Sex Education (RSE) and Health Education will be reinforced.

The centre recognises the importance of using age appropriate curriculum resources and ensuring that there is a safe climate for learning which includes the setting of ground rules.

Existing Parents or carers are invited to view any resources and discuss any concerns they have over any curriculum content. Arrangements can be made by contacting the Matron in the first instance.



Training needs of staff are regularly reviewed to ensure that staff delivering safeguarding aspects of online safety have the appropriate knowledge and skills.

The Matron monitors and evaluates the impact of the safeguarding taught curriculum provision through the Centre's based monitoring and evaluation processes which include lesson observation, work scrutiny, feedback from children and vulnerable adults, staff and parents/carers, data from the bi-annual survey.

**Information is made available to children and vulnerable adults (*helplines, posters*)**

Centre's arrangements for consulting with and listening to pupils are (Listening/Worry Box, centre's council, peer support schemes, online anonymous reporting systems)

**30. Safeguarding Curriculum Training and consultancy**

A programme of Safeguarding curriculum training and consultancy is available to the centre through a

**Safeguarding**

**Allegations regarding person(s) who work with Children**

Where an allegation is made against any person working in or on behalf of the centre, or any other person who works with children and the vulnerable adult, that they:

- behaved in a way that has harmed a child or vulnerable adult
- possibly committed a criminal offence against or related to a child or vulnerable adults
- behaved towards a child or vulnerable adults in a way that indicates they may pose a risk of harm

The centre will apply the same principles as in the rest of this document.

**31. Early years (Provision for children 0-5)**

The centre is not required to have separate policies for the above mentioned age group provided that these requirements (identified below) are already met through existing policies.

- The policy must include use of mobile phones and cameras
- Taking, storing and using images of children, (including mobile phone, tablet, video and camera use)
- the use of tablets and other equipment with the capacity to record images
- the purpose of images taken within the centre, how they will be used and stored
- permission for taking images
- how to make sure that images are only taken and used in the way permitted



- Who will have access to stored images and how this is to be monitored
- The Centre has equipment for taking images so that staff do not use their own personal equipment
- the arrangements for the secure storage of staff's personal equipment is stored away from the rooms whilst children, vulnerable adults and volunteers are on site
- all devices which have a camera, video and/or internet access are used appropriately
- images are printed or reproduced at the setting to ensure that photos and recordings of the children cannot be used inappropriately

### **32. Safer Recruitment policy**

The centre ensures that people looking after children and vulnerable adults are suitable to fulfil the requirements of their roles.

- This includes having regard to the requirements of the disqualification regulations and disclosure of police information
- Safe working Practice/Code of Conduct
- Staff taking medication/other substances
- Risk assessment

An appropriate internal Prevent risk assessment and referral process is in place

- Behaviour policy
- Managing behaviour
- Complaints' policy

### **33. Preventing**

- In order to fulfil the Prevent duty, it is essential that staff are able to identify children and adults who may be vulnerable to radicalisation, and know what to do when they are identified. Protecting them from the risk of radicalisation is seen as part of the centre's safeguarding duties, and is similar in nature to protecting children and the vulnerable adults from other harms (e.g. drugs, gangs, neglect, sexual exploitation), whether these come from within their family or are the product of outside influences.
- The centre also builds resilience to radicalisation by promoting fundamental values and enabling them to challenge extremist views. The Prevent duty is not intended to stop the children and vulnerable adult from debating controversial issues. On the contrary, the centre provides a safe space in which children, young people, vulnerable adults and staff can understand the risks associated with terrorism and develop the knowledge and skills to be able to challenge extremist arguments. The statutory framework for the Early Years Foundation Stage sets standards for learning, development



and care for children from 0-5, thereby assisting their personal, social and emotional development and understanding of the world.

**A programme of 'Prevent' training and consultancy is available**

### **34. Safety and suitability of premises, environment and equipment**

#### **Protect and Prepare:**

- Ensure that all staff undertake the Terrorism Training required for all centres
- Assess the security of the centre and make necessary improvements where required
- Develop lock down and evacuation procedures
  
- Teach children and vulnerable adults how to stay safe if they were caught up in an attack

#### **Information on Child and Vulnerable Adult**

In order to keep children and vulnerable adults safe and provide appropriate care for them the centre requires accurate and up to date information regarding:

- names (including any previous names), address and date of birth of child and vulnerable adult
- names and contact details of persons with whom the child and vulnerable adult normally lives
- emergency contact details (if different from above), ensuring that if the person(s) with responsibility is unable to collect this person, who could collect and keep them safe until either the person(s) with responsibility is available or a more suitable arrangement is made. The centre encourages all carers to provide more than one emergency contact, providing the centre with additional options to make contact.

The African association for Vertical Farming

Josephine Favre, President

Veronica Aswani-Shangali, Vice President

Name of Matron/DSO: Mrs. Uzer Malope, Mpumalanga, South Africa