

## **SAFEGUARDING POLICY**



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As one of its major activities Lambourne End Limited seeks to serve the needs of children, young people and vulnerable adults, promoting holistic development. In doing so, Lambourne End Limited takes seriously the welfare of those who come onto its premises or who are involved in its activities.

This Safeguarding Policy will be kept up to date, taking account of changes in legislation and in the Organisation and its work. The policy and the way it has operated will be reviewed every year

### **STATEMENT OF INTENT**

Lambourne End Limited aims to ensure that:

- all children, young people and vulnerable adults are welcomed into a safe, caring, environment in a happy and friendly atmosphere.
- the physical, sexual or emotional abuse and neglect of children, young people and vulnerable adults is prevented and that any abuse discovered or suspected is reported immediately. Definitions and signs of these 4 types of abuse can be found in Appendix B.
- all allegations will be taken seriously and responded to appropriately.

Staff and volunteers must:

- wear an identification badge at all times on site
- ask all visitors to sign in, wear a visitors badge and sign out
- ensure that a child, young person or vulnerable adult leaves the premises only in the presence of adults known to have permission to collect them
- reduce the opportunities for abuse to occur by allocating separate toilet facilities to groups based on their age and gender
- never use their position to form a relationship with a child, young person or vulnerable adult to satisfy his/her emotional needs
- ensure they are present when children, young people or vulnerable adults are using a computer and the internet. See E-Safety Policy.

This policy is applicable to all staff members, trustees and volunteers. It will be made known to, and accessible in different formats to, the children and young people themselves, their parents and carers. We will encourage partner organisations to adopt our safeguarding policies and the associated procedures, if they have not done so already.

This policy will be publicly available (via our website and a hard copy in Reception) and circulated as appropriate.

### **RESPONSIBILITIES**

Lambourne End Limited recognises its responsibility to implement, maintain and regularly review procedures, which are designed to prevent and to be alert to such abuse. Lambourne End Limited will ensure that confidentiality is maintained and information is handled and disseminated on a need to know basis only. Information will be stored in a secured place with limited access to designated people, in line with data protection laws.

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Lambourne End Limited is committed to supporting, resourcing and training those who work with young people and children. All staff and volunteers are adequately supervised and progress is reviewed on a regular basis. Staff and volunteers who are involved in regulated activities will be taken through the Safeguarding Training Process, Appendix G.

Lambourne End Limited has a Safer Recruitment Procedure which can be found in Appendix E. This includes seeking 2 references for all prospective members of staff and volunteers, and ensuring that they complete a DBS Check. The DBS Policy is stated in Appendix F.

A Designated Safeguarding Officer and Designated Safeguarding Representative will be appointed whom the Board will ratify. Our Safeguarding Policy Statement contains their contact details, and is shown in Appendix A. This will be displayed in the following buildings on site: Reception, Staff Room, Residential Dining Room, Training Room, Geoffrey Hooper Barn, Red Hut, Blue Hut, POPI Barn, Farm Barn and the Cabin.

It is the responsibility of the Chief Executive to ensure that:

- this policy is implemented through the Safeguarding Officer.
- that all staff members and volunteers know the policy.
- that all staff members and volunteers are given appropriate training to ensure that this policy and the associated procedures operate effectively.

It is the responsibility of the Safeguarding Officer to:

- ensure that cases of abuse are reported to the appropriate local safeguarding board. If the child or young person is in immediate danger the police should be contacted.

Staff and volunteers have the responsibility to:

- be alert and to adhere to this policy and the procedures associated with it.
- know what to do in the event of any safeguarding issue.
- keep clear records of all disclosures and report them to the Safeguarding Officer.
- ensure that any decision made, or action taken, on behalf of someone who lacks the capacity to make the decision or act for themselves must be made in their best interests (Mental Capacity Act).

Staff and volunteers must use team meetings, staff meetings and supervision as various means of discussing problems and issues of child protection.

If Lambourne End needs to transport people, it is done using mini buses operated under and fulfilling the requirements of section 19 small bus permit. Students/placements are always seated in the back and the bus will not drive off unless they are all wearing seat belts. Where possible, individuals will not be transported alone and where necessary an escort/s will accompany the driver to provide required support.

### **HOW TO DEAL WITH DISCOVERY OR DISCLOSURE OF ABUSE**

Lambourne End Limited understands the needs to deal with any discovery or disclosure of abuse in a sensitive, timely, effective manner ensuring that all the appropriate steps are taken to report the incident correctly. The appropriate steps are detailed in the Disclosure or Discovery of Abuse Procedure (Appendix C) which includes information about recording and completing the incident report form. This forms part of the induction and is displayed in the staff room to ensure that all staff and volunteers understand their responsibilities and how to implement these.

**The main points to note are:**

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- DO NOT DELAY - The Chief Executive/Safeguarding Officer must be informed immediately and in the strictest confidence.
- All observations must be recorded.
- The person allegedly suspected of abuse must not be confronted.

This policy is also intended to protect those who work with young people and children from unfounded accusations or from behaving in ways which may be well-intended but inadvisable.

Lambourne End Limited is committed to maintaining good links with the local safeguarding boards. The contact details for the Local Safeguarding Children Boards, including out of hours numbers can be found in Appendix H.

## **LONE WORKING**

- 'Lone working' refers to situations where staff and volunteers, in the course of their duties, work alone or are physically isolated from colleagues and without access to immediate assistance.
- This last situation may also arise where there are other staff in the building but the nature of the building itself may essentially create isolated areas.
- Lone working refers particularly to situations when staff and volunteers may find themselves working alone with students when no other staff members are present.

Staff and volunteers should avoid working alone where possible.

Where an individual's role requires them to work alone, they (and their manager/Safeguarding Officer) have a duty to assess and reduce the risks which lone working presents.

As part of their induction, staff and volunteers will be briefed on the important considerations relating to working on their own with children, young people and vulnerable adults. The procedure in these situations is written in the Safeguarding Lone Working Procedure, Appendix D.

At present, Lambourne End Limited does not take duty of care for children under the age of 8 years, so will expect the visiting organisation to provide appropriate levels of supervision. When working with groups that are over 8 years of age, there will be one member of staff or volunteer to every 8 children, young people or vulnerable adults, and one more staff or volunteer for every further 12 children, young people or vulnerable adults. If there are not enough workers, the event should not take place.

## **DOCUMENTS ASSOCIATED WITH THIS POLICY:**

Safeguarding Policy Statement - Appendix A  
Definitions and Signs of Abuse - Appendix B  
Disclosure or Discovery of Abuse Procedure - Appendix C  
Safeguarding Lone Working Policy - Appendix D  
Safer Recruitment Procedure - Appendix E  
DBS Policy – Appendix F  
Safeguarding Training Process – Appendix G  
Local Safeguarding Children Boards contact numbers – Appendix H  
E-Safety Policy  
Anti-Bullying Policy  
Complaints and Whistleblowing Policy

## **BIBLIOGRAPHY:**

## SAFEGUARDING POLICY



- This policy recognises the obligations and duty of care of Lambourne End Limited as it works with children and young people as covered in the Children Act (1989). This Act defines children and young people as anyone up to the age of 18 years.
- This policy was drawn up with reference to 'Working Together to Safeguard Children', 'What to do if you're worried about a child' (2006) and the 'London Child Protection Procedures' (2007).
- This policy was drawn up in line with the Home Office document "Safe from Harm", which provides a code of practice for safeguarding the welfare of children and young people (up to the age of 16) in voluntary organisations in England and Wales.
- This policy was drawn up with reference to the Mental Capacity Act (2005) which creates a framework to provide protection to people who cannot make decisions for themselves.

Signed:

A handwritten signature in black ink, appearing to read 'R. Mayhew', is written over a faint horizontal line.

Date: 01/09/2023

Position: CEO