



The Learning Farm - Safeguarding Children & Young People Policy

Operational Owner	Nicky Cummings
Effective date:	01/09/2025
Review date:	01/08/2026 (annually)
Related documents	Safeguarding Policy Student and staff expectations document Environmental Policy Emergency Policy Infection Control policy Fire Risk Policy Health & Safety Policy

Policy Statement

This document is the **Safeguarding Children & Young People Policy** for **The Learning Farm**.

We believe that it is always unacceptable for a child to experience abuse of any kind.

We recognise our responsibility to safeguard the welfare of all children.

We will provide all staff with guidance to follow when they suspect a child may be experiencing abuse or is at risk of harm.

We will work co-operatively with other agencies to safeguard and promote the welfare of all children. We will ensure that our concerns about pupils are discussed with the pupil's **Designated Safeguarding Lead** at their principal school.

The **Designated Safeguarding Lead (DSL)** for child protection is **Miss Nicky Cummings**.

The **Deputy Designated Safeguarding Leads** are **Mrs Emma Moore** and **Mrs Rosie Wright**.

We will review this policy and associated procedures **annually**.

Scope

This policy applies to:

- All staff
- Volunteers
- Visitors
- Contractors
working at or on behalf of **The Learning Farm**.

Safeguarding Responsibilities

The Learning Farm fully recognises its responsibilities for safeguarding children.

There are **five main elements** to our safeguarding approach:

- Ensuring we practice **safer recruitment**, including appropriate checks to confirm the suitability of staff and volunteers working with children.
- Raising awareness of **child protection issues** and equipping children with the skills needed to keep themselves safe.
- Developing and implementing **procedures for identifying and reporting** cases, or suspected cases, of abuse.
- Supporting pupils who have been abused in accordance with their **Child Protection, Child in Need, or Early Help plans**.
- Establishing a **safe environment** in which children can learn, play, and develop.

Creating a Safe Environment

We recognise that, due to daily contact with children, staff are well placed to observe the outward signs of abuse.

The Learning Farm therefore commits to:

- Establishing and maintaining an environment where children feel safe.
- Encouraging children to talk and ensuring they are listened to.
- Ensuring children know there are trusted adults on the farm whom they can approach if they are worried.

Immediate Action to Ensure Safety

Immediate action may be necessary at **any stage** of involvement with a child, young person, or family.

In all cases, it is vital to take whatever action is needed to safeguard the child or young person concerned, including:

- If emergency medical attention is required, calling an ambulance (**999**).
- If a child or young person is in immediate danger, contacting the police (**999**), as they have the authority to take protective action where necessary.

Reporting Disclosures

All Learning Farm staff must **initially inform the Designated Safeguarding Lead** and then seek guidance from their line manager.

Guidance for Staff When a Disclosure Is Made

If a child or other individual discloses information to a member of staff, they should:

- Stay calm.
- Remember the individual is likely to be anxious.
- Manage the conversation carefully from start to finish.
- Control verbal and non-verbal responses.
- Show empathy.

- Allow the person to speak freely without interruption.
- Reassure them that they have done the right thing and that they are believed.
- Be an active listener and summarise key information.
- Ask only clarification questions — **do not ask leading questions.**
- Avoid making promises that cannot be kept.
- Explain that the information must be shared with appropriate safeguarding leads.
- Inform them what will happen next.
- Ensure any immediate needs are addressed.

Referral Procedures

Purpose

This section sets out how staff, volunteers, and visitors must report safeguarding concerns. It covers both **Lancashire County Council** and **Blackburn with Darwen Borough Council**, ensuring compliance with statutory safeguarding duties.

Referral Contacts

Lancashire County Council

Children

- Office hours: **0300 123 6720**
- Out of hours: **0300 123 6722**
- Immediate danger: **999**

Adults

- Office hours: **0300 123 6720**
- Out of hours: **0300 123 6722**
- Immediate danger: **999**

Blackburn with Darwen Borough Council

Children

- Office hours: **01254 666400** (CADS)
- Out of hours: **01254 587547**
- Immediate danger: **999**
- MASH – Multi-Agency Safeguarding Hub

Adults

- Office hours: **01254 585949**
- Out of hours: **01254 587547**
- Immediate danger: **999**

Internal Farm Procedure

- All staff and volunteers must record concerns factually using the **Safeguarding Form**.
- Concerns must be reported to the **Designated Safeguarding Lead (DSL)**.
- Concerns must also be shared with the **school staff member**.
- The DSL will determine whether an external referral is required.
- If the DSL is unavailable, staff must contact the relevant local authority directly.

Safeguarding Principles

- Act immediately if a child or adult is at risk.
- Do not delay reporting.
- Confidentiality is maintained on a **need-to-know basis**.
- All staff and volunteers must receive **annual safeguarding training**.

Post-Disclosure Recording

A full record of disclosures must be made as soon as possible and should include:

- What prompted the disclosure
- What was said
- How it was said
- Who was mentioned
- What response was given

- Where and when the disclosure took place
- Signature, date, and time

Recording and Information Storage

- Written records must be completed using the online **Safeguarding Form**.
- Messages must be recorded accurately, dated, and signed.
- Records must be updated with follow-up information.
- All safeguarding information is stored securely on the **Microsoft Business account**.

Confidentiality

The Learning Farm ensures that all safeguarding records are kept confidentially and securely.

Information relating to safeguarding concerns is shared strictly on a **need-to-know basis**. However, the safety and protection of a child or young person **takes priority over confidentiality**.